HANDBOOK

Educational Bodies

Freedom *of* Information *and* Protection *of* Privacy Act

Manitoba

FOREWORD

As of April 3, 2000, *The Freedom of Information and Protection of Privacy Act* (FIPPA) is extended to municipalities, conservation and planning districts, northern affairs community councils, school divisions and districts, community colleges, universities, regional health authorities, and other health bodies. This *Handbook* is designed to assist local public bodies understand and administer FIPPA.

The *Handbook* consists of the following sections:

- **Guide to FIPPA** summarizes the legislation and outlines procedures for responding to access requests, protecting personal information, and dealing with the Ombudsman.
- **Forms, Letters & Notices** includes the three prescribed forms and the annual report form. Sample letters and notices are provided to assist local public bodies to correspond with applicants and others.
- **FIPPA** is a copy of the Act and the *Access and Privacy Regulation*.
- **Directories of Records** provide descriptions of the mandates and functions of the local public bodies, as well as general identification of their records. Personal information banks are identified in some detail, to enable members of the public to determine the personal information collected by that type of local public body. Transparency in the management of personal information is an important component of FIPPA.
- **Addresses** provide the address of each local public body, to which questions or applications for access should be directed.

This *Handbook* is available in Manitoba public libraries and on the Manitoba Government website.

For additional assistance, contact:

Access and Privacy Services
Provincial Archives of Manitoba
3 - 200 Vaughan Street
Winnipeg MB R3C 1T5

Phone: 945-3738
Toll Free: 1-800-617-3588 (Manitoba)
Fax: 1-204-948-2008
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Freedom *of* Information *and* Protection *of* Privacy Act

GUIDE TO MANITOBA'S

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

FOR LOCAL PUBLIC BODIES

Manitoba

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INTRODUCTION

The Freedom of Information and Protection of Privacy Act of Manitoba, commonly known as FIPPA, was passed in June 1997. It was proclaimed in effect for Manitoba government departments and agencies on 4 May 1998 and for the City of Winnipeg on 31 August 1998. FIPPA was extended to local governments, school divisions, universities, community colleges, regional health authorities and hospitals on 3 April 2000.

This *Guide* is intended to help local public bodies understand FIPPA and their responsibilities under this new legislation. It is a combined procedures manual and overview of the statute and regulation. The FIPPA *Resource Manual*, a very detailed internal manual for Manitoba government departments and agencies, may be of assistance to larger local public bodies. In complex matters, local public bodies should refer to FIPPA and the *Access and Privacy Regulation*. For reference, the relevant section numbers are noted at the beginning of each component of the *Guide*.

For more information, visit the FIPPA web site at <www.gov.mb.ca/fippa> or contact:

Access and Privacy Services
Provincial Archives of Manitoba
3 - 200 Vaughan Street, Winnipeg MB R3C 1T5
Telephone: 1-204-945-3738 Toll Free: 1-800-617-3588 (Man.)
Fax: 1-204-948-2008; E-mail: govrecs@gov.mb.ca

NOTES ON USING THIS GUIDE

In most respects, FIPPA imposes the same obligations and standards on all public bodies. There are, however, some requirements specific to local public bodies or to Manitoba government departments and agencies. This *Guide* uses the term "public body", except when discussing a section of the Act which pertains only to local or provincial public bodies. The term "local public body" is also used for when discussing procedures to be followed by local public bodies.

Where the term "head" of the public body' is used in this *Guide*, it should be understood to include the Access and Privacy Officer who has been officially delegated to act for the head.

FUNDAMENTAL PRINCIPLES

Access and privacy legislation is based on two fundamental human rights increasingly recognized in contemporary democracies:

- the right to access information held by governments and other public bodies, including information about oneself, subject to certain specific exceptions; and
- the right of privacy for one's own personal information held by public bodies.

To ensure that the legislation is applied fairly, access and privacy legislation usually includes a process for independent review.

The right of access to information is based on the principle that governments and other public institutions are accountable to citizens for their policies and actions. Another premise underlying this type of legislation is the desirability of having better informed members of society. The exceptions to access recognize that certain types of decision making and transactions must be conducted in confidence. The practice of severance, which involves removing information that falls within an exception from a copy of the document to be released, provides a means of disclosing as much information as possible while maintaining necessary confidentiality.

The right to privacy for personal information is based on the principle that people have the right to know about and control their own personal information and on principles of "fair information practices" governing the collection, correction, management, use and disclosure of personal information. Protection of privacy is a growing concern among

Canadians and people in other countries, because so much personal information is now stored in electronic systems and is easily manipulated, matched and traded.

EMERGENCE OF ACCESS AND PRIVACY LEGISLATION

Access and privacy legislation has developed in industrialized nations during the last 30 years as a result of the maturing of democratic governments, growing recognition of individual rights and, most recently, rapid development of telecommunications and information technology.

In Canada, the federal government adopted the *Privacy Act* and the *Access to Information Act* in 1982. Together, these two statutes provided personal information protection and rights of access to government information in the federal sphere. By the mid-1990s, most Canadian provinces had enacted combined access and privacy statutes.

Manitoba's *Freedom of Information Act*, proclaimed in 1988, provided rights of access to provincial government information, subject to certain exemptions, with the Office of the Provincial Ombudsman and the Court of Queen's Bench serving as the review and final decision-making mechanisms. It provided limited protection for personal information by treating third party personal information as an exception to access. However, it lacked a full scheme of protection for all personal information collected, stored, used and disclosed by the government. Moreover, the access and privacy rights in that Act were limited to records held by the Manitoba Government and Crown agencies and did not apply to other public bodies in the province.

FIPPA was drafted after public consultation and review of similar legislation in other jurisdictions. During the consultation process, the Minister of Culture, Heritage and Citizenship stated that FIPPA ensures "a common approach and standard for the province, local governments and other public bodies so that Manitobans receive consistent protection and services."

PURPOSES AND STRUCTURE OF FIPPA [SECTION 2]

The purposes of the *Act* are:

- to give any person a right of access to records in the custody or under the control of public bodies, subject to the exceptions set out in the *Act*;
- to give individuals a right of access to records containing personal information about themselves in the custody or under the control of public bodies, subject to the exceptions set out in the *Act*;
- to give individuals a right to request corrections to records containing personal information about themselves held by public bodies;
- to control the manner in which public bodies collect personal information from individuals and to protect individuals against unauthorized use or disclosure of personal information by public bodies; and
- to provide for an independent review of the decisions of public bodies under FIPPA.

FIPPA is structured in seven parts:

- Part 1 Definitions, Purpose, and Scope
- Part 2 Access to Information
- Part 3 Protection of Privacy
- Part 4 General Powers and Duties of the Ombudsman
- Part 5 Investigation of Complaints by the Ombudsman and Appeals to Court
- Part 6 General Provisions
- Part 7 Review of FIPPA, etc.

PUBLIC BODIES UNDER FIPPA [SECTION 1]

FIPPA applies to Manitoba Government departments, all boards, commissions and agencies whose governing boards are wholly appointed by statute or by the Manitoba Government, and other agencies designated in the Regulation, such as the mandated Child and Family Service Agencies. Each department or agency is a separate public body.

FIPPA also applies to local public bodies which include local government bodies, education bodies and health care bodies.

Local government bodies are:

- the City of Winnipeg;
- municipalities and local governments;
- planning districts and conservation districts;
- community councils under *The Northern Affairs Act*.

Educational bodies are:

- public school divisions and districts;
- community colleges;
- the University of Manitoba, University of Winnipeg and Brandon University.

Health care bodies are:

- regional health authorities;
- hospitals designated under *The Health Services Insurance Act*; and
- boards of health and social services districts established under *The District Health and Social Services Act.*

The Manitoba Government may bring other bodies under FIPPA by regulation.

KEY DEFINITIONS IN FIPPA [SECTION 1]

Section 1 of FIPPA includes a number of important definitions. Some of the more significant definitions are outlined in this section of the *Guide*. Others are discussed in specific sections; for example, the definition "record" is discussed under "Records That Fall Under FIPPA".

■ Personal Information

In FIPPA, personal information is defined as "recorded information about an identifiable individual ...." To be personal information, the information must be:

(i) "recorded" – personal information is limited to information which is recorded or retrievable in some physical form. It does not include oral comments which have not been recorded.

(ii) about an "individual" – an "individual" is a natural person, a human being. Information about a corporation, business, group or organization is not personal information.

(iii) about an "identifiable" individual – if an individual is named in a record or it is possible to determine his or her identity from the contents of the record, the record is about an "identifiable" individual.

The definition of "personal information" in FIPPA lists examples of personal information, but the list is not exhaustive. The examples given include an individual's name, home address and home telephone, facsimile or e-mail number, information about an individual's age, sex, sexual orientation, marital status, family status, ancestry, race, colour, nationality, national origin, ethnic origin, religion or creed, religious belief, religious association or activity, personal health information, blood type, fingerprints, hereditary characteristics, political beliefs, political association or activity, education, employment, educational history, employment history, source of income, financial circumstances, financial activities or history, criminal history and identifying numbers, symbols or other particulars assigned to an individual.

Personal information also includes an individual's opinions (except if the opinions are about someone else) and any opinions expressed about the individual by someone else.

■ Personal Health Information

Personal health information is defined as recorded information about an identifiable individual relating to that person's health or health care history, the provision of health care to the individual, or payment for health care provided to the individual. It includes an individual's Personal Health Information Number (PHIN) and any identifying information about the individual that is collected in the course of, and is incidental to, providing health care or payment for health care.

All public bodies, which fall under FIPPA, are also covered by PHIA. In addition, PHIA applies to some private health care professionals, facilities and agencies.

An individual requesting access to his or her own personal health information must do so under *The Personal Health Information Act* (PHIA), not under FIPPA. PHIA allows for disclosure of personal information to other parties with the consent of the person that the personal health information is about, to other individuals authorized to act on behalf of the person, and to a limited number of other parties without the consent of the person. If disclosure is not allowed under PHIA, a request for access to personal health information should be dealt with under Part 2 of FIPPA. Access will usually be refused because disclosure of personal health information about someone else is deemed to be an unreasonable invasion of privacy.

PHIA also sets out rules respecting collection, protection, use and disclosure of personal health information by trustees, including public bodies. The protection of privacy section of FIPPA does not apply to personal health information. For more information about PHIA, see "*The Personal Health Information Act*: A Brief Summary for Public Bodies" published by Manitoba Health. The statute is available on the Internet at www.gov.mb.ca/chc/statpub/ or may be purchased from Statutory Publications, 200 Vaughan St., Winnipeg MB R3C 1T5 Telephone 1-204-945-3101, Fax: 1-204-945-7172.

Third Party

For the purposes of a request for access under FIPPA, a "third party" is a person, group or organization, who is not the applicant requesting access or a public body.

Public bodies hold large quantities of information about individuals, groups, corporations and non-profit organizations which, if disclosed to others, might result in harm to them. Sections 33 and 34 of FIPPA contain third party notice and intervention provisions to protect the personal information or business interests of third parties.

The phrase "third party" is particularly important in the following provisions:

• Subsection 12(2)	Refusal to confirm or deny existence of record
• Clauses 15(1)(c) and (d)	Extending the time limit for responding
• Section 17	Privacy of a third party
• Section 18	Business interests of a third party
• Subsection 27(2)	Third party's solicitor-client privilege
• Sections 33 and 34	Third party intervention
• Subsection 59(2)	Complaint to Ombudsman by third party about access
• Subsection 67(1)	Appeal to court by third party about access.

Law Enforcement

"Law enforcement" is defined in FIPPA to mean "any action for the purpose of enforcing an enactment…. " The term "enactment" means an Act or regulation and an "Act" is a statute passed by the Legislative Assembly of a province or by the Parliament of Canada.

Thus, law enforcement means activities undertaken by a public body to enforce compliance with standards, duties and responsibilities set out in a statute or regulation. The definition lists examples of law enforcement, but this is not meant to be a complete list. The examples given are:

- policing;
- investigations or inspections that lead or could lead to a penalty or sanction being imposed, or that are otherwise conducted for the purpose of enforcing an enactment; and
- proceedings that lead or could lead to a penalty or sanction being imposed, or that are otherwise conducted for the purpose of enforcing an enactment.

For example, a prosecution under the *Criminal Code* (Canada), a hearing before the Clean Environment Commission or a hearing before a Human Rights Arbitrator are all law enforcement proceedings.

RECORDS THAT FALL UNDER FIPPA [SECTION 4; Definition of "record" in SECTION 1]

In FIPPA, a record is defined very broadly to mean information recorded "in *any* form". In addition to written and printed records, it includes photographs, maps, plans and audio/visual recordings. Information stored and retrieved electronically is also a record under FIPPA.

Examples of records are minutes and agenda, letters, memoranda, reports, notes, and financial transaction records. Copies of documents, drafts and other working materials are also records under FIPPA.

FIPPA applies to all records "in the custody or under the control of" a public body, except for certain specified records described in the next section. In most cases, "custody" for the purposes of FIPPA means having physical possession of a record. The term "control" usually means the power or authority to make decisions respecting the use or disclosure of a record. Records stored in an off-site facility by the public body, or transferred to an archives for permanent preservation, are still under the control of the public body.

FIPPA applies to information received by the public body from other governments, organizations or individuals, as well as to records generated by the staff and officials of the public body in the course of their duties.

FIPPA applies to records created or received before FIPPA came into effect, as well as to records created or received after it came into effect.

RECORDS THAT DO NOT FALL UNDER FIPPA [CLAUSES 4(a) to 4(k); STATUTES WHICH PROVIDE FIPPA DOES NOT APPLY]

FIPPA does not apply to the following records, even if these records are in the custody or under the control of a public body:

- constituency records of elected officials of local public bodies;
- teaching materials or research information of employees of school divisions or districts, community colleges, or universities;
- a question that is to be used on an examination or test, now or in the future;
- information in court records, records of a judge or magistrate, and judicial administration records;

- a note or draft decision of a person acting in a judicial or quasi-judicial capacity; or
- records relating to a prosecution or an inquest under *The Fatalities Inquiry Act* if all proceedings have not been completed.

In addition, FIPPA does not apply to certain records related to the provincial legislature or government, such as records of a Member of the Legislative Assembly, personal or constituency records of a Minister, records of an Officer of the Legislative Assembly, and records of a credit union held by the Credit Union Deposit Guarantee Corporation.

Also excluded are records specifically dealt with under the following statutes: *The Adoption Act, The Child and Family Services Act, The Mental Health Act, The Personal Health Information Act, The Statistics Act, The Vital Statistics Act, The Workers Compensation Act*, and the *Young Offenders Act* (Canada).

RECORDS NORMALLY AVAILABLE TO THE PUBLIC [CLAUSE 3(a)]

Public bodies have always provided public access to certain information and records in their custody. These traditional procedures may continue as long as they do not violate protection of personal information. For example, minutes of most municipal council and school board meetings should continue to be available.

FIPPA does not affect any fees that may be charged for access to these records which are normally available to the public.

OTHER PROCEDURES NOT AFFECTED BY FIPPA [CLAUSES 3(b), (c) and (d)]

The transfer, storage and destruction of records by a public body are not affected by FIPPA, provided that these actions are undertaken in accordance with a statute or regulation of Manitoba or Canada, or a by-law or resolution of a government agency or a local public body.

FIPPA does not limit the information otherwise available by law to a party to legal proceedings. Nor does it affect the power of a court or tribunal to compel the production of documents or to require a witness to testify.

RELATIONSHIP OF FIPPA TO OTHER MANITOBA LEGISLATION [SECTION 5]

Commencing May 4, 2001, if any provision in FIPPA is inconsistent or in conflict with a provision of another Manitoba statute or regulation, the provision in FIPPA will prevail unless the other statute or regulation expressly provides that it applies despite FIPPA.

The following statutes "expressly provide" that they prevail over FIPPA:

- *The Personal Health Information Act*
- *The Adoption Act* (section 99)
- *The Child and Family Services Act* (section 86.1)
- *The Mental Health Act*
- *The Securities Act* (section 154.1)
- *The Statistics Act* (subsection 9(4))
- *The Vital Statistics Act* (section 49.1)
- *The Workers Compensation Act* (section 116).

In addition, there are some federal statutes which affect records keeping by public bodies, access to information and personal information protection. Among the most important is the *Young Offenders Act* which governs the retention and disclosure of records relating to young offenders held by the courts, police, government departments, social agencies, school divisions and other public bodies that deal with young offenders. FIPPA does not apply to these records.

There are several statutes applicable to local public bodies, which provide that the local public body must give access to certain documents. For example, section 81.3 of *The City of Winnipeg Act* states that the City Clerk, on the request of any person, must produce and permit the examination of certain specified records (such as the approved minutes of an open council meeting or an open committee meeting, the latest tax roll, etc.).

Local public bodies should review any legislation which applies to them, to determine whether it requires them to provide access to information. FIPPA authorizes the head of a public body to disclose personal information in accordance with an enactment of Manitoba or Canada that authorizes or requires the disclosure.

MANITOBA GOVERNMENT RESPONSIBILITIES

The Minister Responsible for FIPPA is the Minister of Culture, Heritage and Tourism. This minister oversees the central administration of FIPPA and is responsible for the overall performance of public bodies in responding to requests for access and protecting personal information. The Responsible Minister is required to submit an annual report to the Legislative Assembly.

Access and Privacy Services of the Provincial Archives of Manitoba undertakes the central administration and coordination of FIPPA. It organizes training courses for staff of public bodies, provides procedural advice, distributes resource materials, compiles and distributes the directories of records, maintains the FIPPA web site, and handles other matters required for effective administration of the legislation.

DIRECTORIES OF RECORDS [SECTION 75]

Under FIPPA, directories of records are compiled to inform the public about the mandates, functions and records of all public bodies, including major holdings of personal information (called personal information banks). Identification of the purpose for collecting the personal information in these banks, the types of personal information included, and any other uses or disclosures of this information, helps people to understand how public bodies are managing the personal information entrusted to them.

In most cases, the directories of records are compiled and edited by the Access and Privacy Services. The City of Winnipeg and the universities prepare their own directories.

The directory for the Manitoba government is called the *Access and Privacy Directory*.

ADMINISTRATION OF FIPPA BY LOCAL PUBLIC BODIES [SECTIONS 80 and 81, REGULATION, SECTION 2]

■ Responsibility for Complying with FIPPA – Head or Access and Privacy Officer

Each local public body must designate, either by by-law or by resolution, a person or group of persons as its head for the purposes of FIPPA. The head is formally responsible for all decisions and actions taken under FIPPA on behalf of the local public body. For accountability purposes, it is recommended that the head be the elected head of the local public body or, where there are no elected officials, the senior appointed official. For example, it is suggested that municipalities designate their mayor or reeve as head and that school divisions and regional health authorities designate their respective chairperson.

In most public bodies, the head probably will want to delegate his or her responsibilities to a senior staff member called the Access and Privacy Officer. The delegation should be to a position, not to a specific individual, and should be in writing. The Access and Privacy Officer acts for the head in all matters under FIPPA.

When this *Guide* refers to the head of the public body, it should be understood to include either the head or the Access and Privacy Officer.

The head of the local public body is responsible for the overall management of access to information and protection of privacy within the organization. This individual will make the final decisions on behalf of the local public body regarding release of information under FIPPA. The head also is responsible for ensuring that the local public body manages personal information in accordance with FIPPA. Should the Ombudsman have to conduct an investigation in response to a complaint, that Office usually will deal with the head of the local public body or the Access and Privacy Officer.

■ Daily Administration and Coordination – Access and Privacy Coordinator

Each local public body is required, by section 2 of the *Access and Privacy Regulation,* to appoint an employee as its Access and Privacy Coordinator. This official will be responsible for receiving applications for access and for the daily administration of FIPPA. In very small local public bodies, the Access and Privacy Officer also may serve as the Coordinator.

The main duties of the Coordinator are as follows:

- assist applicants requesting access to records, and potential applicants, by explaining FIPPA, helping them to draw up requests, directing them to other sources of information, etc.;
- receive applications for access, locate the records requested or, in larger public bodies, coordinate this work;
- receive requests for correction of personal information and forward them to the appropriate area;
- ensure time limits and notification requirements are met;
- contact third parties to determine their position respecting a request for access;
- prepare any necessary copies of requested records;
- estimate and collect any applicable fees;
- recommend how to respond to requests for access to the head of the local public body;
- maintain documentation on how applications are handled by the local public body, including what information was not disclosed to applicants and the exceptions used;
- ensure that staff understand the requirements of FIPPA respecting collection, use, protection and disclosure of personal information; and
- assist the head of the local public body during investigations by the Ombudsman.

The Access and Privacy Coordinator also may be responsible for ensuring that the records of the local public body are managed efficiently and in accordance with legislative requirements and policies. Efficient records management will help local public bodies to locate information requested under FIPPA.

■ Lists of Uses and Disclosures of Personal Information [Section 75(4)]

Each local public body is required to maintain an up-to-date list of the uses and disclosures made of information in the personal information banks and to make this list available to the public. See the sections in this Guide on Use of Personal Information and Disclosure of Personal Information under Protection of Privacy.

■ Annual Statistics [Section 83]

To compile the Annual Report of the Minister Responsible for FIPPA, Access and Privacy Services requires annual statistics on the use of FIPPA from each local public body. The completed Annual Report should be sent to Access and Privacy Services by January 31 of the new year.

The Annual Report Form is included in the Forms, Letters and Notices section of the *Handbook*.

■ Protection from Liability [Section 84]

No action may be brought against a public body or its officials for

- damages resulting from the disclosure or failure to disclose, in good faith, a record or information under FIPPA;
- any consequences of that disclosure or failure to disclose; or
- the failure to give a notice required by FIPPA if reasonable care is taken to give the required notice.

■ Offences and Penalties [Section 85]

It is an offence, subject to a maximum fine of $50,000 for any person to wilfully:

- disclose personal information in contravention of FIPPA;
- mislead or obstruct the Ombudsman; or
- destroy a record or erase information in an attempt to evade a request for access to records.

ACCESS TO INFORMATION

REQUESTS FOR ACCESS TO INFORMATION [SECTIONS 7 and 8]

Any person may request access to records in the custody or under the control of a public body falling under FIPPA, including a record containing information about the applicant, by completing the prescribed Application Form. The public body must respond to that application in writing and grant access to the requested records, or some of the records, unless:

- the records are excluded from FIPPA under clauses 4(a) to 4(k);
- the records are excluded from FIPPA by another Act or regulation; or
- the information in a record falls within one of the 4 mandatory exceptions to disclosure or one of the 12 discretionary exceptions to disclosure in section 17 to 32 of FIPPA.

The right of access is subject to the payment of fees required by the *Access and Privacy Regulation*.

DUTY TO ASSIST THE APPLICANT [SECTION 9]

FIPPA requires that all public bodies try to respond quickly, accurately and fully to an applicant's application for access and to assist the applicant to a reasonable extent. This duty is an important underlying provision of FIPPA. It is a duty throughout the application process, but is critical during initial contact with the applicant.

The Access and Privacy Coordinator should attempt to understand what records the applicant is requesting, and to ensure that he or she understands the application process. Often this will make the process easier and less time-consuming for both parties.

If an applicant feels that the public body has not fulfilled this duty to assist an applicant, he or she has the right to make a complaint to the Ombudsman.

THE APPLICATION FORM [SECTION 8; REGULATION, SECTION 3]

To apply for access to a record under FIPPA, a person must use the prescribed Application for Access Form. A copy of this form is included in the Forms, Letters and Notices section of the *Handbook*. If a person makes a request in a letter, the Access and Privacy Coordinator should immediately provide him or her with an application form. A helpful option in this situation might be to staple the original letter to the application form, which the applicant could fill out as follows: "I request access to the information described in the attached letter."

Each local public body should have a supply of Application Forms, which are available in both French and English, at its main public service desks. The form is also available on the FIPPA web site at www.gov.mb.ca/fippa or may be ordered from:

Materials Distribution
Manitoba Government Services
1680 Church Ave Winnipeg MB R2X 2W9
Phone: 204-945-0570 Fax: 204-945-0293.

The Application Form may be photocopied as required.

An applicant may make an oral request if he or she has limited ability to read or write in English or French, or has a disability that make it difficult to make a written request. In these situations, a staff member of the public body should complete the application form as directed by the applicant, have the individual sign it if possible, date stamp it and sent it immediately to the Access and Privacy Coordinator.

An applicant must submit the application form to the public body that the applicant believes has custody or control of the record being requested. The applicant should also provide enough detail to enable an experienced employee of the public body to identify the record.

Local public bodies should make their directories of records available to applicants or suggest that they consult the FIPPA web site. The directories will assist applicants to understand the functions of the public body and what records it holds. They also should help applicants to direct their requests to the appropriate public body and to be more specific in their requests.

If an applicant has requested access to a record which includes personal health information about himself or herself, as well as other information, the personal health information in the record must be dealt with under *The Personal Health Information Act* (PHIA), not FIPPA. As

PHIA does not require that a request for access be in writing, the Coordinator may decide to treat the FIPPA application as an application under both Acts. This would also be in keeping with the requirement in FIPPA to help applicants. The time limit for responding to a request by an individual for his or her own personal health information is limited to 30 days (with no extension), and the only reasons for refusing an individual access to his or her own personal health information are set out in section 11 of PHIA.

PROCESSING THE REQUEST

The Application Form should be date stamped as soon as it is received by the public body (*Access and Privacy Regulation*, subsection 3(3)). The Access and Privacy Coordinator should review the request, on the same day if possible, to determine whether the application is understandable and complete, whether a formal FIPPA application is necessary, whether the application has been sent to the appropriate public body, and whether consultation with third parties or another public body may be required.

If the request is not clear or complete, the Coordinator should contact the applicant as soon as possible (by telephone, fax or e-mail, if practical, bearing in mind the need for confidentiality) to clarify the request.

If the requested information is available without having to apply under FIPPA, the Coordinator should notify the applicant immediately and advise him or her of the normal process for attaining the information. In many cases, the public body will simply provide the information, subject to any copying charge. In some instances, the applicant may be required to fill out a different application form or pay a fee. The Coordinator should ensure that the applicant understands what is required or who to contact for further information and should then confirm that the applicant wishes to withdraw the FIPPA application.

If the application should have been sent to another public body because:

- the record was produced by or for the other public body;
- the other public body was the first to obtain the record; or
- the record is in the custody or under the control of the other public body,

the Coordinator should transfer it as soon as possible (and no later than seven days after receipt) to the appropriate public body. The applicant must be advised of this transfer by letter as soon as possible by the Coordinator. Local public bodies requiring assistance with transfers may contact Access and Privacy Services at the contact numbers at the front of this *Guide*.

The Coordinator should insure that the public body begins identifying the records requested by the applicant as soon as possible after receiving the application. In many cases, this will simply mean going to a particular office or filing cabinet, or checking a computer file. In other instances, it may be necessary to obtain records from several areas, to bring records in from storage, or to examine documents transferred to the archives of the public body.

SEVERING
[SUBSECTION 7 (2)]

When some -- but not all – of the information in a record falls within an exception to disclosure, the head of the public body must grant the applicant access to as much of the record as can reasonably be provided without releasing the information which is excepted from disclosure. The information that is not being provided to the applicant is "severed" from the record and not disclosed to the applicant. The object of severing is to release as much information as possible without disclosing information protected by an exception.

In general, under FIPPA access to a record cannot be refused because of its title or form. The information in the record must be carefully examined, often on a line-by-line basis, to determine if any exceptions to disclosure apply.

It is critical that severing be done only on copies of records; the original record must not be altered. One method is to make a copy of the original record and to cover, on the copy, the information which is not to be released with removable tape. The applicable exception to disclosure provision in FIPPA (number of the section, subsection and clause) should be written on top of the tape or in the margin, so that the applicant will know why the information has not been released. When one or more entire pages have been severed, indicate the number of pages severed and the applicable exception or exceptions to disclosure. It will be necessary to photocopy the taped version of the document again, for the applicant to examine.

In most cases, the smallest unit of information to be disclosed after severing is a sentence. But even when only a sentence remains, some information (such as a name) may need to be removed so the remainder can be released.

> Note: Both the taped version of the record and a copy of the version provided to (or made available for viewing by) the applicant should be kept on file by the public body.

RESPONDING TO A REQUEST
[SECTION 12]

If the public body has custody or control of the requested record and it falls within the scope of FIPPA, access may be granted in full, may be partly granted or may be refused, depending upon the applicability of the exceptions to disclosure. The head of the public body must notify the applicant in writing of the decision to grant or to refuse access to all or part of the record.

If access is to be given, the head of the public body must inform the applicant where, when and how access will be given.

If access is denied to all or part of a record, the response of the head must include the reasons for refusal and the specific provisions of FIPPA on which the refusal is based. Where refusal is based on an exception to disclosure, the number of the section, subsection and clause of the exception must be provided. The response must also provide the title and business telephone number of an officer or employee who can answer the applicant's questions about the refusal. Finally, the response must also tell the applicant that he or she has the right to file a complaint with the Ombudsman within 60 days.

In some cases, a requested record may never have existed, may have been destroyed under the records management system of the public body, or may have been lost. If a record has been lost, the public body should review its records management policies and procedures to ensure that this will not happen again. In the written response, the head must inform the applicant that access is refused as the record does not exist or cannot be located. He or she should explain briefly the steps taken to locate the record or provide the date of destruction if it was destroyed. The title and telephone number of an officer or employee who can answer the applicant's questions about the refusal should also be given. Again, the response must inform the applicant that he or she has the right to file a complaint with the Ombudsman within 60 days.

In some circumstances, the mere knowledge that a record exists will cause harm (for example, records respecting on-going police investigation). Where the head of the public body decides to refuse access, he or she may also refuse to confirm or deny the existence of a record that contains information which, if disclosed, might be harmful to individual or public safety, to law enforcement or to legal proceedings, or which contains personal information about a third party, if disclosing the existence of the record would be an unreasonable invasion of the third party's privacy.

■ Giving Access [Subsection 14 (1)]

An applicant may request to examine the original record or to receive a copy of the record.

If the record must be severed, and the applicant has asked to examine the record, the applicant can only examine a copy of the severed record. The applicant can not be charged a fee for the required photocopying if the applicant does not receive a copy of the record.

If the applicant has requested a copy of the record and the record can reasonably be reproduced, a copy must be provided. The applicable copying fee should be charged, unless the head of the public body decides to grant a fee waiver.

■ Access to Electronic Records [Subsection 10(1)]

As more and more information is maintained in electronic form, applicants will increasingly ask for access to electronic records. Electronic records are subject to FIPPA in the same way as paper records.

If the information requested is in electronic form in the custody or under the control of the public body, and if a record can be produced using the normal computer hardware, software and technical expertise of the public body, without interfering "unreasonably" with the operations of the public body, the public body must produce a record for the applicant. A fee can be charged for internal or external computer programming and data processing costs.

■ Creating a Record in the Form Requested [Subsection 10 (2)]

When an applicant requests information which is held by the public body, but not in the form requested, the head of the public body may create the record in the form requested, if he or she believes that doing so would be simpler or less costly for the public body than producing the records as they exist. For example, it may be more efficient for the public body to prepare a list of travel expense claims in response to an application, instead of letting the applicant go through all the invoices for the specified time period.

TIME LIMIT FOR RESPONDING AND EXTENDING THE TIME LIMIT [SECTIONS 11 and 15]

Public bodies must make every reasonable effort to respond to a request for access in writing within 30 days after receiving it, unless the time limit is extended or the request has been transferred to another public body. Note that the 30-day time limit is based on *calendar* days, not working days. The 30 days start to run on the day *after* the date that the application is received by any employee in any office of the public body.

There are four circumstances in which the public body may extend the time limit for up to an additional 30 days (or for a longer period if the Ombudsman agrees):

- if the applicant has not provided enough detail to enable the public body to identify the requested record;
- if the public body needs time to consult with a third party or another public body before deciding whether or not to grant access;
- if a large number of records is requested or the public body must search a large number of records, and responding within 30 days would interfere unreasonably with the operations of the public body; or
- if a third party makes a complaint to the Ombudsman about a decision to grant access.

If the public body extends the time limit, it must inform the applicant in writing, giving the reason for the extension and an indication when a response can be expected, and stating that the applicant has the right to complain to the Ombudsman about the extension.

If the public body does not respond within the 30-day period or any extended period, this failure is to be treated as a refusal of access. In this instance, the applicant may complain to the Ombudsman about both the delay in responding to the request and the deemed refusal of access.

EXCEPTIONS TO DISCLOSURE [SUBSECTION 7(2) and SECTIONS 17 to 32]

An applicant's right of access under Part 2 of FIPPA does not extend to information in a record which falls within an exception to disclosure in sections 17 to 32.

A refusal to disclose information in a record to an applicant must be based on one or more of the exceptions to disclosure. For example, it is not appropriate to refuse access simply because disclosure of the record might cause embarrassment to the public body – embarrassment is not an exception to disclosure under FIPPA.

There are two types of exceptions to disclosure in FIPPA:

- mandatory exceptions which require the head of a public body to refuse to disclose a record or part of a record (sections 17 to 20 and subsections 25(2) and 27(2); and
- discretionary exceptions which permit the head to refuse to disclose a record or part of a record (sections 21 to 32).

More than one exception to disclosure may apply to the same information.
In considering whether an exception applies, local public bodies should keep the following principles in mind:

- exception provisions should be strictly interpreted, as one of the purposes of FIPPA is to provide access to records, subject to the "limited and specific" exceptions set out in the *Act*;
- Manitoba courts have ruled, in the context of the former *Freedom of Information Act*, that to come within an exception, the information must fall squarely within the ambit of the exception provision; and
- generally, the public body bears the burden of proving that an exception is justified if there is a complaint to the Ombudsman or an appeal to court.

To confirm that an exception to disclosure applies, it is very important to read the relevant section of FIPPA in its entirety. Frequently, an exception is followed by specific limits, which have the effect of significantly reducing the scope of that exception.

Finally, where an exception to disclosure applies to some of the information in a record, only that portion is severed and withheld; the applicant is entitled to access the remainder of the record.

■ Mandatory Exceptions to Disclosure [Sections 17 - 20, Subsections 25(2), 27(2)]

A mandatory exception to disclosure is clearly recognizable by the following phrase: "the head of a public body **shall refuse** to disclose information ...."

▪ Privacy of a Third Party [Section 17]

The head of a public body is required to refuse to disclose to an applicant personal information about another individual, if disclosure would be an unreasonable invasion of his or her privacy. This exception to disclosure protects third parties who are individuals, not corporations, businesses, organizations or other public bodies.

Subsection 17(2) lists types of personal information which are so sensitive that disclosure to someone else is "deemed" to be an unreasonable invasion of privacy (such as personal health information, information about a third party's employment or educational history, source of income, financial history, etc.).

For other types of personal information, the head of the public body must consider all relevant circumstances including whether disclosure might unfairly expose the third party to harm or if the personal information has been provided in confidence. It is recognized, however, that there are some situations where third party personal information should be accessible, such as if the third party consents, if there are compelling circumstances affecting the health or safety of the applicant or another person, or if the information concerns salary ranges or classifications of employees of public bodies or members of governing councils of public bodies.

The head of a public body may, in responding to a request for access, refuse to confirm or deny the existence of a record containing personal information about a third party, if disclosure of the existence of the record would be an unreasonable invasion of the third party's privacy.

Section 33 of FIPPA provides that the head of a public body must, where practicable, notify a third party in writing if the head is considering giving access to a record the disclosure of which might result in an "unreasonable invasion" of the third party's privacy under section 17. Sections 33 and 34 further provide that the third party has a right to make representations respecting the proposed disclosure.

▪ Business Interests of Third Parties [Section 18]

This mandatory exception to disclosure applies to third party trade secrets; to commercial, financial, labour relations, scientific or technical information supplied to the public body in confidence, and treated as confidential by a third party; and to commercial, financial, labour relations, scientific or technical information which, if disclosed, could reasonably be expected to:

- harm the competitive position of a third party;
- interfere with contractual or other negotiations of a third party;
- result in a significant financial loss or gain to a third party;
- result in similar information no longer being supplied to the public body when it is in the public interest that similar information continue to be supplied; or
- reveal information supplied to, or the report of, an arbitrator or other person appointed to resolve a labour relations dispute.

The head of a public body must refuse access to information about a third party that was collected on a tax return or for the purpose of determining tax liability or collecting a tax.

This exception protecting third party business interests does not apply if the third party consents to disclosure, if the disclosure is expressly authorized or required by a statute or regulation, if the information is publicly available, or if the information discloses the final results of product or environmental tests conducted for no fee by the public body.

The head of a public body has the discretion to disclose third party business information to an applicant, if the head believes that the private interest of the third party in non-disclosure is clearly outweighed by the public interest in disclosure for the purposes of public health, safety or environmental protection, improved competition, or government regulation of undesirable trade practices.

Under section 33, the head of the public body must, where practicable, notify a third party in writing if the head is considering giving access to a record which, if disclosed, might affect the third party's business interest.

▪ Cabinet Confidences [Section 19]

The head of a public body is required to refuse to disclose information that would reveal the substance of the deliberations of the Cabinet of the Manitoba Government or committees of Cabinet. This exception to disclosure does not apply to information that is more than 30 years old or if the Cabinet for which the record was prepared consents to the disclosure.

Local public bodies will rarely have information containing cabinet confidences in their custody or control.

- **Information Provided in Confidence by Another Government to a Local Public Body [Subsection 20(2)]**

The head of a local public body is required to refuse to disclose information to an applicant if disclosure could reasonably be expected to reveal information provided, explicitly or implicitly, in confidence to the local public body by the Government of Manitoba or a government agency, any other government, or another local public body. This might include information received from the RCMP or other local police services, from a Child and Family Services Agency, or from another municipality, school division or regional health authority.

This exception does not apply if the source of the information consents to its disclosure or makes the information public.

■ Discretionary Exceptions to Disclosure [Sections 21 - 32]

A discretionary exception to disclosure permits the head of a public body to disclose information in a record, even though the information falls within the exception. A discretionary exception to disclosure **always** contains the phrase: "the head of a public body **may** refuse to disclose ...."

In determining whether to apply a discretionary exception, the head of a public body must first decide whether some or all of the information in the requested record falls within the discretionary exception provision. The head must then decide whether or not to disclose the information, even though the exception could be relied upon as a basis for refusing access.

The exercise of discretion is not simply a formality where the head routinely refuses access. For each request, the head must decide whether or not to exercise the discretion to disclose information, taking into consideration the information requested and the particular circumstances of the case. The head must not replace the exercise of discretion with a blanket policy that information will not be released, simply because it may be withheld under one of the discretionary exceptions. Discretion must be exercised in a meaningful manner.

The discretionary exceptions are:

- **Information Affecting Intergovernmental Relations [Section 21]**

The head of a public body has the discretion to refuse to disclose information which could reasonably be expected to harm relations between the Government of Manitoba or a Manitoba government agency and another government (Canadian or foreign) or a local public body.

The head of a local public body must have the consent of the Manitoba government department or government agency affected to disclose information which could be expected to harm relations with that Government or agency.

- **Local Public Body Confidences [Section 22]**

The head of a local public body has the discretion to refuse to disclose information if it might reasonably be expected to reveal:

- draft resolutions, by-laws or other legal instruments by which the local public body acts.

  This provision does not prevent a local public body from issuing draft by-laws, etc. to the public for discussion. This exception does not apply if the draft has been considered in a meeting open to the public.

- the substance of deliberations of the local public body's elected officials or governing body (or a committee of elected officials or of the governing body) if a statute, regulation, by-law, resolution or other legal instrument authorizes the holding of that meeting in the absence of the public.

  This provision is designed to ensure that bodies such as municipal councils, school boards, Boards of Governors of universities and colleges, hospital boards or directors, and their committees, can meet privately when necessary to engage in frank discussion about matters such as personnel and budgeting. It only applies with respect to deliberations at meetings of the local public body where there is legal authority to hold the meeting in the absence of the public. Examples of enactments which authorize meetings of local public bodies to be held in the absence of the public are subsection 152(3) of *The Municipal Act* and subsections 14(3) and (4) of *The Colleges Act*.

These exceptions to disclosure do not affect the right of a local public body to regulate either the procedures for its meetings or what may be discussed in a meeting closed to the public. These matters are governed by the legislation under which the local public body operates.

Where the information is in a record which is more than 30 years old, these exceptions do not apply. This limit to the local public body confidences exception is similar to the limit to the exceptions for Cabinet deliberations and advice to a public body.

▪ Advice to a Public Body [Section 23]

This discretionary exception protects the advisory and deliberative processes involving a public body. It is intended to ensure that full and frank discussion of issues can take place among officials, employees and others advising a public body.

The head of a public body may refuse to disclose information to an applicant if disclosure could reasonably be expected to reveal:

(a) advice, opinions, proposals, recommendations, analyses or policy options developed by or for the public body;

(b) consultations or deliberations involving officers or employees of the public body. For example, there is no specific exception to disclosure for minutes of meetings of officers or employees. However, if these minutes contain information which could reasonably be expected to reveal consultations or deliberations involving officers or employees of the public body, this information could be severed from the record;

(c) positions, plans, procedures, criteria or instructions developed for the purpose of contractual or other negotiations by or on behalf of the public body, or considerations that relate to those negotiations;

(d) plans relating to the management of personnel or the administration of the public body that have not yet been implemented. Once the plan has been implemented, access to the record can no longer be refused under this clause. Another exception to disclosure may, however, apply;

(e) the content of draft legislation, regulations and orders of ministers or the Lieutenant Governor in Council. This exception to disclosure primarily concerns the Government of Manitoba; and

(f) information, including proposed plans, policies or projects of a public body, the disclosure of which could reasonably be expected to result in disclosure of a pending policy or budgetary decision. Once the policy or budgetary decision has been made and implemented, this exception no longer applies. Another exception to disclosure may, however, apply to the information.

The above exceptions do not apply if the information is:

- in a record that is more than 30 years old;
- an instruction or guideline issued to officers or employees of the public body;
- a substantive rule or statement of policy that has been adopted by the public body

for the purpose of interpreting a statute or regulation or administering a program or activity of the public body;
- the result of a product or environmental test conducted by or for the public body;
- a statement of the reasons for a decision made in the exercise of a quasi-judicial function or discretionary power affecting the applicant;
- the result of background research of a scientific or technical nature undertaken in connection with the formulation of a policy proposal, except for economic or financial research related to the formulation of a tax or other economic policy of the public body;
- a statistical survey; or
- a final report or audit on the performance of the public body or any of its programs, except for reports on the performance of an individual who is or was an officer or employee of the public body.

▪ Disclosure Harmful to Individual Health or Safety or Public Safety [Section 24]

The head of a public body has the discretion to refuse to disclose to an applicant information in a record, including personal information about the applicant, if disclosure could reasonably be expected to:
- threaten or harm the mental or physical health or safety of another person;
- result (in the opinion of a duly qualified physician, psychologist or other appropriate expert) in serious harm to the applicant's mental or physical health or safety; or
- threaten public safety.

Occasionally, the mere knowledge that a record containing information described in this section exists could cause harm to the applicant, or to another person, or could threaten public safety. The head may refuse to confirm or deny the existence of the record in these rare situations.

▪ Law Enforcement Matters [Section 25]

Generally speaking, the head of a public body may refuse to disclose information in a record if it could reasonably be expected to:
- harm law enforcement activities and other specified investigative, regulatory, adjudicative and protective functions of a public body described in this section;
- disclose specified records or information respecting law enforcement and related matters described in this section; or
- be injurious to legal proceedings.

The head of a public body must refuse to disclose information in a record if it is in a law enforcement record and the disclosure is prohibited under a statute or regulation of the Government of Canada (for example, section 46 of the *Young Offenders Act*). The record need not have been created for the purpose of law enforcement provided it is submitted to, or used by, the public body for a law enforcement purpose.

These exceptions do not apply to a report on the success of a law enforcement program, unless disclosure could reasonably to be expected to cause any harm or interference with law enforcement as outlined in the exceptions. The exceptions also do not apply to a record that provides a general outline of the structure or programs of a law enforcement agency, such as the City of Winnipeg Police Department.

In some circumstances, the mere knowledge that a record containing information described in this section exists could cause harm to the applicant or to another person, or threaten public safety. The head of a local public body may refuse to confirm or deny the existence of the record in these rare situations under subsection 12(2).

- **Security of Property [Section 26]**

This discretionary exception to disclosure gives the head of a public body the discretion to refuse to disclose information that, if revealed, could reasonably be expected to harm or threaten the security of any property or system, including a building, vehicle, electronic information system or communications system.

- **Solicitor – Client Privilege [Section 27]**

The head of a public body has the discretion to refuse to disclose information that is subject to solicitor-client privilege, that has been prepared by or for an agent or lawyer of the public body relating to a legal matter, or that is contained in correspondence between an agent or lawyer of the public body and any other person relating to a legal matter.

The head must refuse to disclose information of other persons (third parties) that is subject to solicitor-client privilege.

- **Economic and Other Interests of a Public Body [Section 28]**

If disclosure of information in a record could reasonably be expected to harm the economic or financial interests or negotiating position of a public body or the Government of Manitoba, an applicant's request for access to that information may be refused. This includes trade secrets, innovative scientific or technical information, or information relating to pending policy decisions.

This does not apply to the results of a product or environmental test conducted by or for the public body, unless the test was done for the purpose of developing methods of testing or for the purpose of testing products for possible purchase.

- **Testing Procedures, Tests and Audits [Section 29]**

This exception permits the head to refuse to disclose information relating to testing or auditing procedures, specific tests to be given, or audits to be conducted if disclosure could reasonably be expected to prejudice the use or results of particular tests or audits

- **Confidential Evaluations [Section 30]**

The head of a public body may refuse to disclose personal information that has been provided in confidence, explicitly or implicitly, for the purposes of determining the applicant's eligibility or qualifications for employment, or for the purpose of awarding a contract.

- **Preservation of Heritage Resources and Life Forms [Section 31]**

This exception to disclosure reflects public concern for the preservation of heritage resources and rare or endangered species. The head of a public body has the discretion to refuse to disclose information in a record if disclosure could reasonably be expected to result in damage to or interfere with the protection or conservation of a heritage resource (as defined in *The Heritage Resources Act*) or any rare or endangered life form.

The head also has the discretion to refuse to disclose information regarding a contemplated designation of a heritage site, a municipal heritage site, or a heritage object under *The Heritage Resources Act*.

- **Information That Is or Will Be Available to the Public [Section 32]**

If an applicant requests access to information that already is freely available to the public or available for purchase, the head of the public body may refuse to disclose information under FIPPA. Instead, the public body should advise the applicant that the information is available without application and how it can be obtained.

If the information is going to be published or released within 90 days after the applicant's request is received, the head of the public body has the discretion to decide whether to withhold the information. In this case, the head must notify the applicant when the information becomes available. If the information does not become publicly available within 90 days, the head must re-consider the applicant's request for access as if it were a new application received on the last day of the 90-day period. The exception in this clause may not be used a second time as a basis for refusing to disclose the requested information to the applicant.

RECORDS AVAILABLE WITHOUT AN APPLICATION [SECTION 76]

The head of a local public body may decide that certain records may be made available to the public without an application under FIPPA. For example, the head of a local public body may believe that the 30-year closure period for in-camera meeting minutes is unnecessarily long and may exercise his or her discretion to make them available sooner. This is a discretion that should be exercised carefully, particularly to ensure that personal privacy is not violated. Once certain records have been made available under this section to one individual, the local public body should make them available to everyone in the same manner.

THIRD PARTY INTERVENTION RIGHTS [SECTIONS 33 and 34]

In addition to requesting personal information about themselves or records pertaining to a public body, applicants may request information that relates to a third party. The third party notice and intervention provisions in sections 33 and 34 are intended to protect the interests of a third party who would be affected by disclosure of a record to an applicant under FIPPA, because the third party is the subject of the record or has provided the record.

Where disclosure of information in a record might result in an unreasonable invasion of a third party's personal privacy or harm a third party's business interests, **and the head is considering giving access to this information**, the head must, where practicable, notify the third party as soon as practicable in writing of the request. Notification must be done within the 30-day period for responding to an application, or within the extended time period if the public body has extended the time limit for responding to the application. If the head of the public body intends to refuse to give the applicant access to the third party information, the third party does not need to be notified.

The notice to the third party must state that a request has been made for access to a record containing information which, if disclosed, might invade the privacy or affect the business interests of the third party. It should include a copy or description of the requested record **but should not identify the applicant**. The third party should be advised that he or she may make representations to the head explaining why the information should not be disclosed, and that the representations must be submitted to the head within 20 days after the notice is given. The public body should also provide the third party with sufficient information, including an explanation of the grounds on which records can be withheld under FIPPA, to enable the third party to make informed representations.

If several third parties are affected by the request in this manner, each one must be notified (where practicable).

The third party has 20 days after the notice is given to consent to disclosure or to make representations to the head explaining why the information should not be disclosed. Representations must be made in writing, unless the head permits them to be made orally.

When notice is given to a third party, the head must notify the applicant that the requested record contains third party information and that the third party is being given an opportunity to make representations about disclosure. **The identity of the third party should not be included in the notice to the applicant.**

The head of the public body has 30 days after the third party was notified to decide whether to grant or refuse access to the record. The head's decision cannot be made before the earlier of 21 days after the notice was given and the day a response is received from the third party. The head may extend the time for making a decision for up to an additional 30 days on the grounds set out in subsection 15(1).

In reaching a decision, the head of the public body must consider any representations made by the third party.

The head is required to give written notice of his or her decision respecting access, with reasons, to both the third party and the applicant.

If the applicant is given access to the record or part of the record, the third party may appeal to the Ombudsman within 21 days after the notice of the decision is given. If the third party does not complain to the Ombudsman within this 21-day period, the applicant will be given access to the record. If the third party complains to the Ombudsman within the 21 day time period, the time limit for the head of the public body to respond to the access application is extended under clause 15(1)(d). The applicant is not given access to any record that is the subject of the complaint until the complaint is dealt with by the Ombudsman and, in the case of an appeal by the third party to the court, until the appeal is completed.

If the applicant is refused access to the record, he or she has the right to make a complaint to the Ombudsman within 21 days from the date the notice of decision is given.

FEES
[SECTION 82; REGULATION, SECTIONS 4 to 7]

There is no fee for making an application under FIPPA. Nevertheless, the public body may require an applicant to pay some of the costs incurred by the public body in responding to the application. The *Access and Privacy Regulation* establishes four types of fees:

- **Search and Preparation Fees**
  - $15 per half hour after two free hours;
  - Time spent finding the requested records and doing any required severing may be charged;
  - Time spent reviewing the records to determine whether any exceptions apply, transferring an application to another public body, copying a record supplied to the applicant, preparing a fee estimate and preparing an explanation of the record cannot be charged to the applicant.

- **Computer Programming and Data Processing Fees**
  - $10 for each 15 minutes of internal programming or data processing or the actual cost incurred by the public body when this work is done by an external agency.

- **Copying Fees**
  - 20 cents per page for photocopies and computer printouts;
  - 50 cents per page for paper copies made from a microprinter;
  - Actual cost for any other copying method, such as photography;
  - Applicants requesting copies of their own personal information are not charged a copying charge if the total copying charge is less than $10.

- **Delivery Fees**
  - Applicants are charged actual costs for courier delivery. No fees are chargeable for regular mailing costs.

■ Fee Estimates [Subsections 82(2) to (4); Regulation, Section 8]

If an applicant will be required to pay search and preparation or computer programming fees, the head of the public body must give a fee estimate before providing the services. As soon as it appears likely that a fee will be charged, an *Estimate of Costs* Form should be sent to the applicant. A copy of the *Form* is in the Forms, Letters and Notices section of the *Handbook*.

Estimates should be prepared carefully because the public body cannot charge more than the estimated amount.

An applicant has up to 30 days from the date the estimate is given to advise the public body if the estimate is accepted or to modify the request in order to reduce the fee. If the applicant wishes the public body to proceed with the original request, he or she must submit payment for the total amount, along with a signed copy of the *Estimate of Costs Form*.

When a fee estimate is given to an applicant, the time within which the head is required to respond to the access application under subsection 11(1) is suspended until the applicant notifies the head that he or she wishes to proceed. If the applicant does not reply to a fee estimate within 30 days, the public body may consider the application to have been abandoned.

Fees charged for search and preparation, copying and delivery must not exceed the actual costs of the service. Refunds should be given if access to every requested record is refused or if the actual cost of the service is less than the estimate.

■ Fee Waivers [Subsection 82(5); Regulation, Section 9]

The head of a public body has the discretion to waive all or part of the fees in accordance with the regulations, if requested to do so by the applicant. The fees may be waived if the head is satisfied that:

- paying the fees would impose an unreasonable financial hardship on the applicant;
- the applicant is requesting access to his or her own personal information and the head is satisfied that it is fair to waive the fees in the circumstances; or
- the record relates to a matter of public interest concerning public health, safety or the environment.

The head of the public body must inform the applicant in writing of the decision regarding the request for a fee waiver. The applicant may make a complaint to the Ombudsman about a refusal to waive all or part of the fees payable.

PROTECTION OF PRIVACY

Part 3 of FIPPA protects an important aspect of privacy: it imposes obligations on public bodies respecting the management of personal information in their custody or under their control.

The provisions of Part 3 of FIPPA do not apply to personal health information. Part 3 of *The Personal Health Information Act* sets out the rules respecting collection, protection, use and disclosure of personal health information by trustees, including public bodies.

WHAT IS PERSONAL INFORMATION?
[SECTION 1 Definition]

As discussed in the section "Definitions in FIPPA", "personal information" is defined in FIPPA as "recorded information about an identifiable individual . . . ."

COLLECTION OF PERSONAL INFORMATION
[SECTIONS 36 and 37]

Under FIPPA, a public body may collect personal information only if:
- collection of the information is authorized by or under a statute or regulation of Manitoba or Canada;
- the information relates directly to and is necessary for an existing program or activity of the public body; or
- the information is collected for law enforcement purposes or crime prevention.

For the purposes of this section, a public body "collects" personal information whenever it gathers or brings together or creates, by any means, a record of personal information. For example, a public body is collecting personal information when individuals fill out application forms which request personal information, complete surveys (provided that the individual is identifiable), or provide answers, which are recorded in some way, in an interview. A public body is bound by the requirements of FIPPA whether it collects the personal information itself or authorizes another public body or an outside agent to collect the information on its behalf.

Public bodies are required to collect only as much personal information as is reasonably necessary to accomplish the purpose for which it is collected.

In most circumstances, personal information must be collected **directly** from the individual the information is about. This ensures that the individual is aware of the personal information that a public body is gathering about him or her.

However, FIPPA authorizes **indirect collection** of personal information (that is, collection of personal information from someone other than the individual it is about) in a number of circumstances. These situations include when:

- the individual has consented to collection from another source;
- a statute or regulation of Manitoba or Canada authorizes another method of collection;
- direct collection of the information could reasonably be expected to cause harm to the individual the information is about or to another person;
- collection of the information is in the interest of the individual, but time or circumstances do not permit direct collection;
- collection from the individual could reasonably be expected to result in inaccurate information being collected;
- collection is for law enforcement purposes or crime prevention;
- the information is collected for the purpose of legal proceedings or to provide legal advice or legal services to the public body;
- the information concerns the history, release or supervision of an individual in a correctional authority;
- the information concerns the security of a correctional institution;
- the information is collected to enforce a maintenance order under *The Family Maintenance Act*;
- the information is collected for the purpose of informing The Public Trustee or the Vulnerable Persons' Commissioner about clients or potential clients;
- the information is collected to determine the eligibility of an individual to participate in a program or receive a benefit from the public body and is collected in the course of processing an application made by or on behalf of the individual the information is about;
- the information is collected to verify the eligibility of an individual who is participating in a program or receiving a benefit or service from the public body;
- the information is collected for the purpose of determining the amount of or collecting a fine, tax or payment owing to the public body;
- the information is collected for the purpose of making a payment;
- the information is collected to manage personnel of the public body;
- the information is collected for the purpose of auditing or evaluating the activities of the public body; or
- the information is required to determine the individual's suitability for an honour or award.

When collecting personal information directly from the individual, the public body must inform the person of the purpose of the collection and the legal authority, and provide the title, business address and telephone number of an officer or an employee of the public body who can answer the individual's questions about the collection. This information will usually be provided in writing. A sample notification is provided in the Forms, Letters and Notices section of the *Handbook*. There may be circumstances in which it is necessary to notify the individual verbally, for example, in some law enforcement situations, in situations where information is collected over the telephone or where the individual has difficulty understanding written information. In these cases, the officer or employee providing the information should keep a written record of the information provided and should also consider whether it is practical and advisable to follow-up with written confirmation.

Where a public body has recently provided the individual with the required information about the collection of the same or similar personal information for the same or a related purpose, the public body is not required to provide this information again.

MAINTAINING ACCURATE PERSONAL INFORMATION [SECTION 38]

Public bodies are required to take reasonable steps to ensure that any personal information that they use to make a decision that directly affects the individual is accurate and complete.

RIGHT TO CORRECT PERSONAL INFORMATION [SECTIONS 39 and 40]

An individual who has been given access to a record containing his or her personal information under Part 2 of FIPPA has the right to request corrections to incorrect or incomplete information. The head of the public body must respond to the applicant within 30 days after receiving a request for correction of personal information, unless the time period has been extended for one of the reasons set out in subsection 15(1).

The head of the public body may make the requested correction and notify the applicant of the correction. If the head of the public body refuses to make the correction (because, for example, the applicant has not provided adequate proof in support of the requested correction or the information is non-factual evaluative information or an opinion), the head must notify the applicant of the reason for the refusal, that the request for correction has been added to the record and that the applicant has a right to make a complaint to the Ombudsman about the refusal. As well, head of the public body must attach the correction request to the record.

Where practicable, the public body must inform other public bodies, or third parties who have received the personal information from the public body within the previous year, of any corrections or that a request for correction has been added to the record. A public body that receives notice of correction, or of a request for correction, from another public body must either make the correction to its own record of the personal information or add the request for correction to its record.

RETENTION OF PERSONAL INFORMATION [SECTION 40]

Public bodies must establish written policies regarding the retention of personal information, which will be used to make a decision that direct affects the individual. Personal information should be kept for a reasonable period of time, to allow individuals an opportunity to access their own information.

The requirement to establish a retention policy under this section does not apply where the retention of records is addressed in another statute or in a regulation.

PROTECTION OF PERSONAL INFORMATION [SECTION 41]

The head of a public body must make arrangements to protect the personal information in its custody or under its control against risks such as unauthorized access, use, disclosure or destruction. Such security arrangements must be in accordance with the regulations to FIPPA. While there are no requirements respecting protection of personal information in the *Access and Privacy Regulation* at the present time, the *Personal Health Information Regulation* contains requirements respecting security of personal health information which apply to public bodies and other trustees of personal health information.

USE OF PERSONAL INFORMATION [SECTIONS 42, 43, 45 and 46]

In Part 3 of FIPPA, "use" of personal information means access to and use of personal information by the officers, employees and agents of the public body with custody or control of the information, for the purposes of that public body.

Under FIPPA, a public body may use personal information only:

- for the purpose for which it was collected or compiled or for a use consistent with that purpose (a "consistent" use is one which has a reasonable and direct connection to the purpose for which the information was collected and which is necessary for performing statutory duties, operating an authorized program, or carrying out an activity of the public body);
- for another purpose if the individual the information is about consents to the use;
- for a purpose for which it has been disclosed to the public body by another public body , when the other public body is authorized to disclose it; or
- to link information databases or to match personal information in different databases, if the use has been approved by the head of the public body following a privacy assessment review.

Every use of personal information by or on behalf of the public body must be authorized under section 43 of FIPPA and must be limited to the minimum amount of information necessary to accomplish the purpose for which it is used. Access to and use of personal information by the employees or agents of the public body must be limited to those who need to know the information to carry out the purpose for which the information was collected or received or to carry out a purpose authorized under section 43 of FIPPA.

DISCLOSURE OF PERSONAL INFORMATION [SECTIONS 42, 44 and 48]

A public body "discloses" personal information any time it releases, reveals, shares or sells the information to any person or entity outside the public body by any means (for example, by providing copies, verbally, or electronically). Sharing personal information with other local public bodies, a Manitoba government department, the federal government, or any other government is disclosure of personal information which must be authorized under section 44.

FIPPA authorizes disclosure of personal information only in certain specified situations. However, this is discretionary and the head of the public body must determine whether or not it is appropriate to disclose the personal information in the circumstances (taking into account both the potential harm that would result from disclosure and the consequences of not disclosing the information). The head of the public body must also determine how much personal information should be disclosed, keeping in mind the requirement in FIPPA that every disclosure must be limited to the amount of information necessary to accomplish the purpose for which it is disclosed.

Some clauses of this subsection are, in practice, more discretionary than others. For example, in reality a public body has no discretion to refuse to disclose personal information when disclosure is required (as opposed to authorized) by another Act or regulation of Manitoba or Canada or is required by a court order.

Local public bodies should review their activities to ensure that personal information is being disclosed in accordance with the requirements of FIPPA.

These are the main purposes or situations in which a public body may disclose personal information:

- for the purpose for which the information was collected or compiled or for a consistent purpose;
- with consent of the individual the information is about;
- in accordance with the Access to Information provisions in Part 2 of FIPPA;
- to comply with a statute or regulation of Manitoba or Canada or a treaty or agreement under a statute;
- in accordance with a statute or regulation of Manitoba that authorizes or requires the disclosure;
- to an elected official of the public body, if the information is necessary to carry out his or her responsibilities;
- for the purpose of administering personnel of the public body or the Government of Manitoba;
- for audit purposes;
- to the Government of Canada to facilitate the monitoring or auditing of shared cost programs;
- to determine or verify an individual's suitability or eligibility for a program or benefit;
- to enforce a maintenance order;
- to protect the health or safety of an individual or groups of individuals;
- to comply with a subpoena or order made by a court or body with jurisdiction to compel the production of information or with a rule of court that relates to the production of information;
- for use in providing legal advice or services to the public body or the Government of Manitoba ;

- to enforce a legal right that the public body or the Government of Manitoba has against any person;
- to determine the amount of or collect a fine, payment or tax owing to the public body or the Government of Manitoba or to make a payment;
- for use in existing or anticipated legal proceedings to which the Government of Manitoba or the public body is a party;
- for law enforcement purposes or crime prevention;
- to supervise an individual in a correctional authority;
- where disclosure is necessary for the security of a correctional institution;
- to an officer of the Legislature, if the information is necessary for the performance of the duties of that officer;
- to contact a relative or friend of an individual who is injured or ill;
- to assist in identifying a deceased individual;
- to inform a relative of a deceased individual, or any other person it is reasonable to inform, of the individual's death ;
- to a relative of a deceased individual, if the public body believes that disclosure is not an unreasonable invasion of the deceased's privacy;
- to a person providing information technology services to the public body (an agreement protecting the personal information against risks such as unauthorized access must be in place);
- when the information is available to the public;
- when authorized following a privacy assessment review;
- when authorized for research purposes; or
- when the record is more than 100 years old.

CONSISTENT PURPOSE
[SECTION 45]

FIPPA authorizes the use or disclosure of personal information for a purpose consistent with the purpose for which it was collected. A proposed use or disclosure must meet two requirements to meet the test of consistent purpose:

- the proposed use or disclosure must have a reasonable and direct connection to the purpose for which the personal information was originally collected or compiled; and
- the proposed use or disclosure must be necessary for performing the statutory duties, operating an authorized program, or carrying out an activity of the public body that uses or discloses the information.

There are no hard and fast rules as to what constitutes a use for a "consistent purpose".

One guideline to consider is whether a reasonable person would anticipate or expect the personal information to be used or disclosed in the proposed way, even if this use or disclosure was not spelled out at the time the personal information was collected.

PRIVACY ASSESSMENT REVIEW PROCESS [SECTIONS 46 and 77; REGULATION, SECTION 13]

There may be some cases where there appears to be a strong public interest in a proposed use or disclosure of personal information which is not specifically authorized under another section in Part 3, or in an access request for a volume or bulk disclosure under Part 2. The Minister Responsible for FIPPA has established a Privacy Assessment Review Committee which local public bodies may use to obtain advice on the proposal or request. Alternatively, a local public body may conduct its own internal privacy assessment. Following the review process, the head of the local public body must make the decision on whether to authorize the use or disclosure.

Section 46 only applies if the proposed use or disclosure is not authorized under another provision in FIPPA and:

i. the public body proposes to use or disclose personal information in order to link information databases or match personal information in one information database with information in another database; or
ii. the public body has received a request for disclosure of personal information in a public registry or in another collection of personal information on a volume or bulk basis.

To obtain additional information about the Privacy Assessment Review Committee and the documentation which must be submitted to the Committee, contact the Secretary to the Privacy Assessment Review Committee, Access and Privacy Services,
3 – 200 Vaughan Street, Winnipeg MB R3C 1T5 (phone: 945-3738 or 1-800-617-3588).

Where the head of a local public body has referred a proposal to the Privacy Assessment Review Committee for advice, the head must receive and consider the Committee's advice before making a decision. When considering whether or not to approve a proposal or request, the head must be satisfied that all of the following conditions are met:

- the purpose of the proposal or request cannot reasonably be accomplished unless the personal information is provided in a form that identifies individuals;
- it is unreasonable or impractical to obtain consent from the individuals the personal information is about; and

- the use or disclosure is not likely to harm the individuals the personal information is about and the benefits to be derived are clearly in the public interest.

If the head of a public body approves a proposed use or disclosure of personal information, the public body must conclude a written agreement with the recipient of the information. This agreement must set the conditions for the handling and protection of the personal information.

DISCLOSURE OF PERSONAL INFORMATION FOR RESEARCH PURPOSES [SECTION 47]

The head of a public body has the discretion to disclose personal information for a research purpose if:

- the head is satisfied that the information is legitimate;
- the research cannot be accomplished without the individual identifiers;
- it is unreasonable or impractical for the researcher to obtain consent from the individuals;
- disclosure of the personal information, and any information linkage, is not likely to harm the individuals; and
- the anticipated benefits of the research are clearly in the public interest.

The head may, but is not required to, refer the research proposal to the Privacy Assessment Review Committee for its advice.

If the public body decides to disclose the information for research purposes, it must enter into a written agreement with the researcher. This agreement should describe the research project and cover issues such as security measures to protect the information, removal of personal identifiers as soon as possible, and the prohibition of any subsequent use or disclosure of the information in a form that identifies individuals.

ROLE OF THE OMBUDSMAN

GENERAL POWERS AND DUTIES OF THE OMBUDSMAN [SECTION 49 and 58]

FIPPA provides for an independent review of the decisions of public bodies respecting:

- requests for access to information under Part 2; and
- protection of personal information under Part 3.

Parts 4 and 5 of FIPPA assign this independent review function to the Manitoba Ombudsman and set out that Office's powers, duties, and the complaint process.

The Ombudsman is an Officer of the Legislative Assembly appointed under *The Ombudsman Act* and, as such, is independent of the Government of Manitoba. The Ombudsman investigates complaints relating to administrative acts, decisions or omissions by departments and agencies of the provincial and municipal governments under *The Ombudsman Act*, and reviews compliance with access to information and privacy rights under FIPPA and PHIA. The Ombudsman may delegate any duty or power under FIPPA to any person on his or her staff.

In addition to the Ombudsman's powers and duties respecting investigation of complaints, the Ombudsman has various general powers under FIPPA including the following:

- audit and monitor compliance with FIPPA and its regulations;
- receive comments from the public about the administration of FIPPA;
- comment on the access and privacy implications of proposed legislation and programs of public bodies;
- make recommendations to the head of a public body or the Responsible Minister about the administration of FIPPA;
- bring to the attention of the head of a public body any failure to fulfil the duty to assist an applicant requesting access under Part 2;
- conduct investigations and make recommendations respecting compliance with the requirements respecting security and destruction of records in any other statute or regulation, or in a by-law or other legal instrument by which a local public body acts;
- comment on the privacy implications of using or disclosing personal information for records linkage purposes, and of using information technology in the collection, storage, use or transfer of personal information;
- make recommendations respecting public body practices of collecting, using or disclosing information that contravene FIPPA; and
- recommend destruction of a collection of personal information not collected in accordance with FIPPA.

The Ombudsman cannot order that a public body comply with FIPPA. Nevertheless, with extensive powers to conduct investigations and to bring public scrutiny to bear on access to information and privacy issues, the Ombudsman is a persuasive watchdog for the public's rights to access information held by public bodies and to have personal information protected.

The role of the Ombudsman in relation to personal health information is similar under PHIA.

The Ombudsman submits an annual report to the Manitoba Legislature summarizing the investigations undertaken during the year and the responses of the public bodies, and discussing significant access and privacy issues that have arisen during the year. The Office may also issue special reports related to any matter within its mandate.

POWERS OF THE OMBUDSMAN WHEN CONDUCTING AN INVESTIGATION [SECTIONS 50 to 57]

In carrying out an investigation under FIPPA, the Ombudsman has all the powers and protections of a commissioner under Part V of *The Manitoba Evidence Act* including the power:

- to summon witnesses by subpoena or summons;
- to require witnesses to produce documents necessary to the investigation;
- to examine witnesses under oath or affirmation;
- to enter and inspect any building or property, if this will assist in the investigation;
- to issue a warrant to have a witness brought before the Ombudsman where the witness has been summoned and refuses or neglects to appear;
- to issue a warrant committing a witness to jail for not more than a month where the witness has been summoned to appear and refuses to answer questions without lawful excuse; and
- to search all documents or records relating to persons or matters within the scope of the investigation in any public office existing under any Act of the Legislature, without fee or charge.

At the request of the Ombudsman, a public body must provide a record, or a copy of a record, to that Office within 14 days. If it is not practicable to make a copy of the requested record, the head may require the Ombudsman to examine the original recordat its site.

The Ombudsman has the right to enter any office of a public body, to examine and make copies of any record in the custody of the public body and to meet in private with any officer or employee of a public body. All investigations of the Ombudsman's Office are conducted in private.

It is an offence, subject to a maximum fine of $50,000, to make a false statement to, mislead, or obstruct the Ombudsman.

In conducting its duties, the Office of the Ombudsman must not disclose any information that the head of a public body is authorized or required to refuse to disclose under FIPPA. The Office also must not reveal whether a record exists, if the head is authorized to refuse to confirm or deny the existence of the record.

The Ombudsman may only disclose:

- information that is necessary to perform a duty or exercise a power of the Ombudsman under FIPPA;
- information that is necessary to establish the grounds for findings and recommendations in a report under FIPPA; and
- information in the course of a prosecution in the criminal courts for perjury in respect of sworn testimony, a prosecution for an offence under FIPPA, or in an appeal to the Manitoba Court of Queen's Bench when the Ombudsman is a party to the appeal.

The Ombudsman may also disclose to the Minister of Justice and Attorney General for Manitoba information relating to the commission of an offence under FIPPA or any other statute or regulation of Manitoba or Canada, if the Ombudsman has reason to believe an offence has been committed.

COMPLAINTS TO THE OMBUDSMAN [SECTION 59 to 61]

A person who has requested access to a record under Part 2 of FIPPA may make a complaint to the Ombudsman about any decision, act, or failure to act by the head of a public body, related to that request. For example, an applicant may complain about a refusal to grant access to information, about an extension of the response time, or about the fees charged for search and preparation. Generally, complaints about access decisions must be made within 60 days of notification of the decision.

A third party, notified of a decision by the head of a public body to give access to a record containing information affecting the third party's privacy or business interests, may make a complaint to the Ombudsman about the decision to give access within 21 days after notice of the decision.

A person who has requested correction of a record may make a complaint to the Ombudsman about a refusal by the head of the public body to correct the records, within 60 days of notice of the decision.

An individual who believes that his or her personal information has been collected, used or disclosed in violation of the privacy protection provisions in Part 3 of FIPPA may make a complaint to the Ombudsman. There is no time limit for making a complaint about the management of personal information by a public body. However, the Ombudsman may decide not to investigate the complaint if a long time has elapsed.

A relative of a deceased individual may make a complaint about the decision of a head not to disclose personal information about the deceased.

The Ombudsman may initiate a complaint respecting any matter if the Ombudsman believes there are reasonable grounds to investigate the matter under FIPPA.

Complaints must be made on the form prescribed by the *Access and Privacy Regulation;* a copy is included in the Forms, Letters and Notices section of the *Handbook.*

INVESTIGATION OF COMPLAINTS [SECTIONS 61 to 65]

The Ombudsman's Office must notify a public body as soon as practicable after receiving a complaint against it.

The Ombudsman may take any steps that he or she feels are appropriate to resolve a complaint to the satisfaction of the parties and in keeping with the purposes of FIPPA.

The complainant and the head of the public body are entitled to make representations to the Ombudsman, either directly or through an agent. This may be done orally or in writing, at the discretion of the Ombudsman.

Investigations will be completed within 90 days of receipt of the complaint, unless the time limit is extended by the Ombudsman.

OMBUDSMAN'S REPORT ABOUT A COMPLAINT [SECTION 66]

Upon completion of an investigation about a complaint, the Ombudsman is required to prepare a report containing the findings and any recommendations considered appropriate. A copy will be sent to the head of the public body concerned and to the complainant, and may be sent to any other person who has made representations to the Ombudsman about the complaint.

In reports about access to information, including third party complaints about decisions of public bodies to release information, the Ombudsman may support the complainant and recommend that the public body release some or more information. On the other hand, the Ombudsman may agree with the decision of the public body.

If the Ombudsman's report contains recommendations, the head of the public body must, within 15 days of receiving the report, send a written response to the Ombudsman indicating:

- if the recommendations are accepted, what action has been taken or will be taken to implement them; or
- the reasons why the head refuses to implement the recommendations.

If the head accepts the recommendations, the public body must comply with them within 15 days if the complaint related to access to a record, correction of a record or disclosure of personal information about a deceased individual to a relative, within 45 days in any other case, or within such longer period of time as the Ombudsman considers reasonable.

The Ombudsman is required to notify the complainant without delay of the head's response. In the case of a response that indicates a refusal to take action on recommendations involving a denial of access to a record, the Ombudsman must also inform the complainant that an appeal of the decision of the head may be made to the Manitoba Court of Queen's Bench and of the time limit for the appeal. Similarly, if the complaint is by a third party who has been notified by the head of the public body of a decision to give access to information affecting the privacy or business interests of the third party, the Ombudsman must inform the complainant that he or she may appeal the head's decision to the Court of Queen's Bench and of the time limit for the appeal.

In addition, the Ombudsman must inform a complainant if the Ombudsman intends to appeal the decision of the head to the Court of Queen's Bench under section 68 of FIPPA.

APPEALS TO COURT

[SECTIONS 67 to 74]

An applicant whose request for access to a record has been refused and who has received a report from the Ombudsman's Office may appeal to the Manitoba Court of Queen's Bench. A third party may also appeal a decision of a head of a public body to disclose the third party's business or personal information, after the Ombudsman has completed his or her report.

If the Ombudsman believes that a case raises a significant issue of statutory interpretation or that an appeal is clearly in the public interest, the Ombudsman may appeal to the Court of Queen's Bench concerning a denial of access or a release of third-party information, with the consent of the person who has the right of appeal. The Ombudsman's Office may also intervene as a party to an appeal by a complainant respecting a decision to refuse access or a decision to give access to third-party information in a record.

Generally, an appeal must be filed with the Court of Queen's Bench within 30 days after the person receives the Ombudsman's report or within 30 days after the person receives a notice from the Ombudsman about the head's response to the Ombudsman's report. The Court may allow a longer period of time for filing an appeal in special circumstances.

The head of the public body is named as the respondent to the appeal.

The burden of proof varies according to the type of case. In general, when an appeal relates to a denial of access to information, the head of the public body has the burden of proving to the Court that the applicant has no right of access. In cases involving a request for access to personal information about a third party, the applicant must prove that access to the information would not be an unreasonable invasion of the third party's privacy. When the request relates to third party business information, the third party must prove that an applicant does not have a right of access to the record or part of the record.

The Court may order production of any record in the custody or under the control of the public body for examination. However, it must take every reasonable precaution to avoid disclosure of information that the head of the public body is authorized or required to refuse to disclose and to avoid disclosing whether a record exists if the head is authorized to refuse to confirm or deny that the record exists.

On hearing an appeal, the Court may dismiss the appeal if it determines the head was authorized or required to refuse access to a record. If the Court determines that the head was not authorized or required to refuse access, it may order the head of the public body to give access to some or all of the information. The Court may also make other orders it considers appropriate.

If the Court finds that a record, or part of a record, falls within an exception to disclosure, the Court can not order the head of the public body to give the applicant access to that record or part of it, regardless of whether the exception requires or merely authorizes the head to refuse access. For example, where the record falls within a discretionary exception to disclosure and the head has properly exercised his or her discretion to refuse access, the Court cannot order disclosure of the record.

A decision of the Manitoba Court of Queen's Bench on appeal under Part 5 of FIPPA is final and binding and there is no appeal from this decision.

There is no appeal to court about the collection, use or disclosure of personal information by a public body under Part 3 of FIPPA.

FORMS, LETTERS AND NOTICES

The forms are provided here for easy reference and copying.

The sample letters and notices, prepared with the assistance of legal counsel, will help local public bodies to correspond with applicants, third parties and others under FIPPA. They are provided for guidance only and may require modification to meet the requirements of specific situations.

Forms

Application Page 1
Estimate of Costs Page 3
Complaint Page 4
Local Public Body FIPPA Annual Report Page 5

Preliminary Matters

Acknowledgment of Request or Request for More Details Page 10
Confirmation of Request as Clarified Page 12
Notice of Transfer of Request to Another Public Body Page 13
Notice of Extension of Time Limit Page 15
Fee Estimate and Waiver of Fees Page 18

Decision Respecting Access

Record Does Not Exist or Cannot Be Located Page 20
Access Granted Page 22
Access Granted and Decision Respecting Request for Fee Waiver Page 24
Access Partially Granted Page 27
Access Partially Granted and Decision Respecting Request for Fee Waiver Page 30
Access Refused Page 33
Refusal to Confirm or Deny the Existence of a Record Page 34

Refusal of a Repetitive or Incomprehensible Request Page 36

Notice that Information Has Become Publicly Available Page 38

Third Party Intervention Process under Sections 33 and 34

Formal Notice to Third Party: Privacy Interests May Be Affected Page 40

Formal Notice to Third Party: Business Interests May Be Affected Page 42

Notice to Applicant of Third Party Notice Page 44

Notice to Third Party of Decision to Give Access where Third Party has Consented Page 46

Notice to Applicant of Decision to Give Access where Third Party has Consented Page 47

Notice to Third Party of Decision to Give Access or Partial Access Without Consent Page 50

Notice to Applicant of Decision to Give Access or Partial Access Without Consent Page 53

Notice to Third Party of Decision to Refuse Access Page 55

Notice to Applicant of Decision to Refuse Access Page 57

Correction of Personal Information

Receipt of Request to Correct Personal Information Page 59

Notice to Applicant of Decision respecting Correction Page 60

Notice to Other Public Bodies respecting Correction Page 62

Personal Information Collection Notification Statement Page 64

Freedom *of* Information *and* Protection *of* Privacy Act

APPLICATION FOR ACCESS

Manitoba

Please see reverse for instructions

Applicant

Surname: ______________________ First Name: ______________

Address: ____

____

______________________ Postal Code: ______________

Daytime Telephone Number: ______________ Fax Number: ______________

What Information Are You Requesting? Please check one ✓

My own personal information ☐

General information ☐

Personal information for another person (*Attach proof of authority*) ☐

I wish to obtain access to the following records:

Applicant's Signature: ______________________

For Public Body Use Only

Date Received: ______________ **Number:** ______________

Send Top Copy. Retain Other Copy for Your Records.

PS-f-191 29086

INSTRUCTIONS

Please

- Make only one request on each application form.
- Describe the records or information to which you want access in as much detail as possible.
- Send or take this form to the Access and Privacy Coordinator of the public body most likely to have the records you wish access to. Addresses of Coordinators are provided in the ***Access and Privacy Directory*** found in most public body offices and public libraries, or on the **Internet** at www.gov.mb.ca.

  The addresses may also be obtained by calling the

  - Government Records Office (945-3738 or toll free in Manitoba 1-800-617-3588)

    or

  - Citizens' Inquiry Service (945-3744 or toll free in Manitoba 1-800-282-8060)

- Keep a copy for your records.
- Note that you may be asked to pay certain costs as prescribed by Regulation. before gaining access to records.
- Note that if the public body does not respond within 30 days of receipt of this application. or if the public body extends this 30-day time period under subsection 15(2) of the Act. you may file a complaint with the Office of the Ombudsman.

Personal information collected on this form is protected by
The Freedom of Information and Protection of Privacy Act
and will be used only to respond to this request.
Inquiries about the use and protection of this personal information
should be directed to the Access and Privacy Coordinator
of the public body to whom the application is sent.

Freedom *of*
Information
and Protection
of Privacy
Act

ESTIMATE OF COSTS

Manitoba

In accordance with subsection 82(2), you are being advised by this estimate that there is a fee payable for responding to your application for access to records. The estimate is as follows, based on charges authorized under sections 4 and 6 of the *Access and Privacy Regulation*:

APPLICATION NUMBER: ______________________

Search and Preparation Fee:

Time in excess of two hours . . . . ________ hours

Estimated cost (at $15.00 each half hour) . . . . $__________

Computer Programming and Data Processing Fee:

- Internal work

  Time estimate . . . . ________ minutes

  Estimated cost (at $10.00 each 15 minutes) . . . . $__________

- External Work

  Estimated cost (at actual cost) . . . . $__________

Total of estimated costs . . . . . $__________

Please note: There is generally an additional charge for obtaining copies.

A refund will be made if access to every record requested is refused, or if the actual cost is less than this estimate.

Signed: ____

(Access and Privacy Officer or Coordinator)

Name of Public Body: ____

Address: ____

Date: ______________________

Please indicate your willingness to proceed by signing below and returning a copy of this form with a cheque payable to ______________________________ Applicants have up to 30 days from the date the estimate is given to indicate if it is accepted or to modify the request in order to change the amount of the fees. After this period, the application would be considered to be abandoned. We shall notify you when the records are ready.

Applicant's Signature: **Date:**

PS-f-192 8940101189

Freedom *of*
Information
and Protection
of Privacy
Act

COMPLAINT

Manitoba

To the Manitoba Ombudsman:

I wish to complain under *The Freedom of Information and Protection of Privacy Act* that:

Check (✓) the appropriate box

☐ I have not received a reply to my application. It has been ______ days since I applied.

☐ I have received notice that an extension beyond 30 days is being sought. I contest the need for this extension.

☐ I have been denied access to all or part of the records for which I applied.

☐ My request for correction to my personal information as provided for in section 39 has been refused.

☐ As a third party, I wish to contest under section 59(2) a public body's decision to give access to records against my wish.

☐ I believe my own personal information has been collected (___), or used (___), or disclosed (___) in violation of Part 3, Protection of Privacy.

☐ As a relative of a deceased person, I contest the decision of a public body not to disclose my relative's personal information under clause 44(1)(z).

☐ Other? Please specify: ____

____

Surname: ______________________ **First Name:** ______________________

Address: ____

____

______________________ **Postal Code:** ______________________

Daytime Telephone Number: ______________________ **Fax Number:** ______________________

Please send this form to:

Manitoba Ombudsman
750 - 500 Portage Avenue
Winnipeg, Manitoba R3C 3X1

FOR THE USE OF THE OFFICE OF THE OMBUDSMAN

Date Complaint Received : ______________________

Freedom *of*
Information
and Protection
of Privacy
Act

LOCAL PUBLIC BODY ANNUAL REPORT

- ***This information is collected, in accordance with FIPPA Section 83, for the Annual Report of the Minister Responsible for The Freedom of Information and Protection of Privacy Act.***

- ***Please return the completed form by January 31 to:***

Access and Privacy Services
Provincial Archives of Manitoba
200 Vaughan St., Winnipeg MB R3C 1T5
Fax: 948-2008

- ***If you have any questions, please contact Wendy Elliott at 945-2523 or 1-800-617-3588 or welliott@gov.mb.ca.***

Name of Public Body:	
Year:	
Name of Access and Privacy Officer:	
Address, Phone, Fax Number	

Signature of Access and Privacy Officer

Date

FIPPA Part 2 - Access to Information

1. APPLICATIONS RECEIVED

1.1	Received **	
1.2	Brought Forward to this Year	
1.3	Subtotal *(Add 1.1 and 1.2)*	
1.4	Carried Forward to Next Year	
1.5	Withdrawn / Abandoned	
1.6	Subtotal *(Add 1.4 and 1.5)*	
1.7	Total Processed This Year *(Subtract 1.6 from 1.3)*	

** **Applications transferred to another public body should not be included, to avoid double counting.**

2. ACCESS DECISIONS

2.1	Access Granted	
2.2	Access Partly Granted	
2.3	Access Denied	
2.4	Record Does Not Exist	
2.5	Total *(Should equal totals in 1.7)*	

3. RESPONSE TIME

3.1	Within 30 days	
3.2	Within 30 - 60 days	
3.3	More than 60 days	
3.4	Total (Should equal totals in 1.7 and 2.5)	

4. USE OF EXCEPTIONS IN ACCESS DECISIONS

FIPPA	Mandatory Exceptions	Number of Applications in which Exception was used
s. 17	Disclosure harmful to a third party's privacy	
s. 18	Disclosure harmful to business interests of a third party	
s. 19	Cabinet confidences	
s. 20	Information provided by another government	
	Discretionary Exceptions	
s. 21	Disclosure harmful to relations between Manitoba and other governments	
s. 22	Local public body confidences	
s. 23	Advice to a public body	
s. 24	Disclosure harmful to individuals or public safety	
s. 25	Disclosure harmful to law enforcement or legal proceedings	
s. 26	Disclosure harmful to security of property	
s. 27	Solicitor-client privilege	
s. 28	Disclosure harmful to economic and other interests of a public body	
s. 29	Testing procedures, tests and audits	
s. 30	Disclosure harmful to confidential evaluations	
s. 31	Disclosure harmful to conservation of heritage resources and life forms	
s. 32	Information that is or will be public	

5. FEES COLLECTED

5.1	Search and Preparation Fees	$
5.2	Computer Programming and Data Processing Fees	$
5.3	Copying Fees	$

FIPPA Part 3 – Protection of Privacy

6. CORRECTION OF PERSONAL INFORMATION

Number of Requests	Number of Corrections Made	Number of Correction Requests Added to the Record

7. USE OR DISCLOSURE OF PERSONAL INFORMATION FOR DATA MATCHING, DATALINKING, OR A DISCLOSURE IN VOLUME OR BULK

How many times during the year was a use or disclosure of personal information approved under FIPPA Section 46? ________

8. DISCLOSURE OF PERSONAL INFORMATION FOR RESEARCH PURPOSES

How many times during the year was a disclosure of personal information for research purposes approved under FIPPA Section 47? ________

Acknowledgment of Request or Request for More Details

Purpose: To acknowledge receipt of an applicant's request for access to records or to request more details to enable the records to be identified under subsection 8(2) of FIPPA.

[Date]
[Applicant's Name and Address]

Dear *[Applicant's Name]*:

Re: Your request for access to information under *The Freedom of Information and Protection of Privacy Act*: *[Our File Number]*

This is to confirm that, on *[date]*, *[name of local public body]* received your request for access to the following records:

[describe the records requested].

■ Option 1: General Acknowledgement

The Freedom of Information and Protection of Privacy Act requires that we make every reasonable effort to respond to your request in writing within 30 days after receiving it, unless:

- we extend the 30 day time period under section 15 of the *Act;* or
- the time for responding is suspended under subsection 82(4) of the *Act* until you respond to a fee estimate; or
- notice is given to an affected third party under section 33 of the *Act*.

If you have any questions, please write to me or call me at *[telephone number]*.

■ **Option 1: Need to Supply More Details – subsection 8(2) of FIPPA**

Unfortunately, your application does not provide enough detail to enable us to identify the records that you are requesting. We cannot begin to process your request until we receive additional information to help us *[identify the records requested/clarify your request]*.

Please contact me at *[telephone number]* so that we can discuss your request.

Sincerely,

[Name]
Access and Privacy Coordinator

Confirmation of Request as Clarified

Purpose: To confirm an applicant's request for access to records as clarified after discussions with the applicant.

[Date]
[Applicant's Name and Address]

Dear *[Applicant's Name]*:

Re: Your request for access to information under *The Freedom of Information and Protection of Privacy Act*: *[Our File Number]*

On *[date]*, *[name of local public body]* received your request for access to the following records:

[describe the records requested].

Having had the opportunity to discuss your request for access with you on *[date]*, this is to confirm that your request is for the following records:

[describe the records or the information now being requested].

We will proceed to process your request for access on this basis. If my understanding as to your revised request is not correct, please contact me at *[telephone number]* as soon as possible.

Sincerely,

[Name]
Access and Privacy Coordinator

Notice of Transfer of Request to Another Public Body (Section 16)

Purpose: To notify an applicant that his/her request has been transferred to another public body as required by section 16 of FIPPA. Note that the transfer must take place within 7 days after receipt of the request.

[Date]
[Applicant's Name and Address]

Dear *[Applicant's Name]*:

Re: Your request for access to information under *The Freedom of Information and Protection of Privacy Act: [Our File Number]*

On *[date]*, *[name of local public body]* received your request for access to the following records:

[describe the records requested].

Your request has been transferred to *[name of other public body]* on *[date]*. Your request was transferred under subsection 16(1) of *The Freedom of Information and Protection of Privacy Act* because

■ **Option 1:**

the record was produced by or for *[name of other public body]*.

■ **Option 2:**

[name of other public body] was the first to obtain the record.

■ **Option 3:**

the record is in the custody or under the control of *[name of other public body]*.

[Name of other public body] is required to make every reasonable effort to respond to your request within 30 days after receiving it, unless:

- that time period is extended under section 15 of the *Act* by *[name of other public body]*; or
- the time for responding is suspended under subsection 82(4) of the *Act* until you respond to a fee estimate provided by *[name of other public body]*; or
- notice is given to an affected third party under section 33 of the *Act* by *[name of other public body]*.

If you have any questions, please contact *[name of the Access and Privacy Coordinator for the other public body]* at *[telephone number]* or call me at *[telephone number*].

Sincerely,

[Name]
Access and Privacy Coordinator

cc: *[Access and Privacy Coordinator of other public body]*

Notice of Extension of Time Limit (Section 15)

Purpose: To notify an applicant of an extension of the time limit for responding to his/her request under section 15 of FIPPA.

[Date]
[Applicant's Name and Address]

Dear *[Applicant's Name]*:

Re: Your request for access to information under *The Freedom of Information and Protection of Privacy Act*: *[Our File Number]*

On *[date]*, *[name of local public body]* received your request for access to the following records:

[describe the records requested].

Please be advised that the 30 day period time for responding to your request has been extended for an additional __________ days and we expect to respond to your request by *[date]*.

■ **Option 1: Explanation of Extension: To Clarify Request – clause 15(1)(a)**

This extension of time is necessary because we need more information from you to enable us to identify the records you are requesting. This extension of time is permitted by clause 15(1)(a) of *The Freedom of Information and Protection of Privacy Act* which states:

> **15(1)** The head of a public body may extend the time for responding to a request for up to an additional 30 days, or for a longer period if the Ombudsman agrees, if
>
> (a) the applicant does not give enough detail to enable the public body to identify a requested record;

Please contact me at *[telephone number]* as soon as possible so that we can clarify what records you are requesting.

■ **Option 2: Explanation of Extension: Large Number of Records Requested or to be Searched – clause 15(1)(b)**

This extension of time is necessary because *[you have requested a large number of records/a large number of records must be searched to respond to your request]* and responding within the 30 day time period would interfere unreasonably with the operations of our *[department/agency]*. This extension of time is permitted by clause 15(1)(b) of *The Freedom of Information and Protection of Privacy Act* which provides:

> **15(1)** The head of a public body may extend the time for responding to a request for up to an additional 30 days, or for a longer period if the Ombudsman agrees, if
>
> (b) a large number of records is requested or must be searched and responding within the time period set out in section 11 would interfere unreasonably with the operations of the public body;

■ **Option 3: Explanation of Extension: Consultation with Third Party or Parties, or Another Public Body – clause 15(1)(c)**

This extension of time is necessary because a preliminary review of the records you have requested indicates that we need to consult with *[a third party/ third parties/another public body]* before we can decide whether or not to grant access to the records. This extension of time is permitted by clause 15(1)(c) of *The Freedom of Information and Protection of Privacy Act* which provides:

> **15(1)** The head of a public body may extend the time for responding to a request for up to an additional 30 days, or for a longer period if the Ombudsman agrees, if
>
> (c) time is needed to consult with a third party or another public body before deciding whether or not to grant access to a record;

If you have any questions regarding this extension of the time period for responding to your request, please call me at *[telephone number]*.

Subsection 59(1) of *The Freedom of information and Protection of Privacy Act* provides that you may make a complaint about this decision to extend the time period for responding to your request to the Manitoba Ombudsman. You have 60 days from the receipt of this notice of our decision to make a complaint on the prescribed form to:

Manitoba Ombudsman
750 - 500 Portage Avenue
Winnipeg MB R3C 3X1
982-9130
1-800-665-0531

Sincerely,

[Name]
Access and Privacy Officer

Fee Estimate and Waiver of Fees (subsections 82(2) & 82(5) of FIPPA and Sections 8 & 9 of the Access and Privacy Regulation)

Purpose:	To advise the applicant that fees will be charged for processing the request and to provide the estimate of fees required under subsection 82(2) of FIPPA and section 8 of the *Access and Privacy Regulation*. This letter also advises the applicant of the waiver of fees provisions in subsection 82(5) of FIPPA and section 9 of the Regulation. Note that under subsection 9(3) of the Regulation, the "head" for the purposes of a decision about a fee waiver is the deputy minister or equivalent.

[Date]
[Applicant's Name and Address]

Dear *[Applicant's Name]*:

Re: Your request for access to information under *The Freedom of Information and Protection of Privacy Act: [Our File Number]*

On *[date]*, *[name of local public body]* received your request for access to the following records:

[describe the records requested].

We have determined that fees are payable for processing your request, as permitted under section 82 of *The Freedom of Information and Protection of Privacy Act* and sections 4 to 8 of the *Access and Privacy Regulation*.

An Estimate of Costs Form is attached. Please indicate your desire to proceed with your request by signing the attached Form and returning it to us, with a cheque or money order for the total amount of the fees, payable to *[specify to whom fees are payable]*, within 30 days of receipt of this letter.

You have up to 30 days from the date this Estimate of Costs is given to indicate if the estimate is accepted or to modify your request for access in order to change the amount of the fees payable. If you do not respond within this time, subsection 82(3) of the *Act* permits us to assume that you have decided to abandon your request.

Please note that subsection 82(5) of the *Act* and section 9 of the *Access and Privacy*

- 2 -

Regulation gives *[our department/agency]* a discretion to waive payment of all or part of the required fees in some limited situations. Subsection 9(1) of the *Access and Privacy Regulation* states:

> **9(1)** At the applicant's request, the head of a public body may waive all or part of the fees payable under this regulation if the head is satisfied that
>
> (a) payment would impose an unreasonable financial hardship on the applicant;
>
> (b) the request for access relates to the applicant's own personal information and waiving the fees would be reasonable and fair in the circumstances; or
>
> (c) the record relates to a matter of public interest concerning public health or safety or the environment.

If you want us to consider waiving all or part of the fees payable, please write to me setting out detailed reasons, based on clause 9(1)(a), (b) or (c) of the Regulation, why we should consider a waiver of fees.

If you have any questions about the costs of processing your application, please call me at *[telephone number]*.

Subsection 59(1) of *The Freedom of Information and Protection of Privacy Act* provides that you may make a complaint about the fees payable to the Manitoba Ombudsman. You have 60 days from the receipt of this letter and the Estimate of Costs to make a complaint on the prescribed form to:

Manitoba Ombudsman
750 - 500 Portage Avenue
Winnipeg MB R3C 3X1
982-9130
1-800-665-0531

Sincerely,

[Name]
Access and Privacy Officer *[or Coordinator, where authorized]*

Record Does Not Exist or Cannot Be Located (paragraph 12(1)(c)(i))

Purpose: To advise the applicant that the requested record does not exist or cannot be located under paragraph 12(1)(c)(i) of FIPPA.

[Date]
[Applicant's Name and Address]

Dear *[Applicant's Name]*:

Re: Your request for access to information under *The Freedom of Information and Protection of Privacy Act*: *[Our File Number]*

On *[date]*, *[name of local public body]* received your request for access to the following records:

[describe the records requested].

■ **Option 1: Records Do Not Exist**

The records you requested do not exist. Accordingly, your request for access is refused under paragraph 12(1)(c)(i) of *The Freedom of Information and Protection of Privacy Act*.

■ **Option 2: Records Cannot Be Located**

We have been unable to locate any records relating to your request. *[Summarize steps taken to locate records and, if the records have been destroyed, indicate when and under what authority this was done, if possible.]* Accordingly, your request for access must be refused under paragraph 12(1)(c)(i) of *The Freedom of Information and Protection of Privacy Act*.

- 2 -

Subsection 59(1) of *The Freedom of Information and Protection of Privacy Act* provides that you may make a complaint about this decision to the Manitoba Ombudsman. You have 60 days from the receipt of this letter to make a complaint on the prescribed form to:

Manitoba Ombudsman
750 - 500 Portage Avenue
Winnipeg MB R3C 3X1
982-9130
1-800-665-0531

If you have any questions, please contact me at *[telephone number]*.

Sincerely,

[Name]
Access and Privacy Officer

Access Granted (clause 12(1)(b) and subsection 14(1))

Purpose: To inform an applicant that access is granted under clause 12(1)(b) of FIPPA and to inform the applicant as to the manner in which access will be given under subsection 14(1).

[Date]
[Applicant's Name and Address]

Dear *[Applicant's Name]*:

Re: Your request for access to information under *The Freedom of Information and Protection of Privacy Act: [Our File Number]*

On *[date]*, *[name of local public body]* received your request for access to the following records:

[describe the records requested].

I am pleased to inform you that your request for access to these records has been granted in full.

■ **Option 1: Payment of Fees Required**

On *[date]* we sent you an Estimate of Costs respecting your request. As indicated in the letter which accompanied the Estimate of Costs, the fees set out in the Estimate must be paid before access can be provided. Payment is required by cheque or money order, payable to *[identify to whom payment is to be made]*.

■ **Option 2: Copy requested and records can be reproduced**

As you requested a copy of these records, and as they can reasonably be reproduced, in accordance with clause 14(1)(a) of *The Freedom of Information and Protection of Privacy Act* a copy of the records *[is enclosed/will be provided on payment of the required fees]*.

■ **Option 3: Applicant has requested to examine the records**

As you have asked to examine these records, please contact *[Access and Privacy Coordinator]* at *[telephone number]* to make arrangements *[to pay the required fees and]* to examine the records.

■ **Option 4: Applicant has requested a copy of records which cannot be reproduced**

You have requested a copy of the records. However, they cannot reasonably be reproduced because *[explain why the records cannot be reproduced]*.

In accordance with clause 14(1)(b) of *The Freedom of Information and Protection of Privacy Act*, *[upon payment of the required fees]* you will be permitted to examine the records. Please contact *[Access and Privacy Coordinator]* at *[telephone number]* to make arrangements to examine the records.

Subsection 59(1) of *The Freedom of Information and Protection of Privacy Act* provides that you may make a complaint to the Manitoba Ombudsman about this decision to allow you to examine the records, instead of providing copies of them. You have 60 days from the receipt of this letter to make a complaint on the prescribed form to:

Manitoba Ombudsman
750 – 500 Portage Avenue
Winnipeg MB R3C 3X1
982-9130
1-800-665-0531

If you have any questions, please contact *[Access and Privacy Coordinator]* at *[business address and telephone number]*.

Sincerely,

[Name]
Access and Privacy Officer

Access Granted & Decision Respecting Request for Fee Waiver: (clause 12(1)(b), subsection 14(1) & subsection 82(5) FIPPA and subsection 9(2) Regulation)

Purpose: To inform an applicant that access is granted under clause 12(1)(b) of FIPPA and as to the manner in which access will be given under subsection 14(1), and to inform the applicant of the public body's decision respecting a request for a fee waiver under subsection 9(2) of the *Access and Privacy Regulation*.

[Date]
[Applicant's Name and Address]

Dear *[Applicant's Name]*:

Re: Your request for access to information under *The Freedom of Information and Protection of Privacy Act*: *[Our File Number]*

On *[date]*, *[name of local public body]* received your request for access to the following records:

[describe the records requested].

I am pleased to inform you that your request for access to these records has been granted in full.

■ **Option 1: Decision granting Waiver of Fees in Full**

On *[date]*, we received your written request for a waiver of *[all/part]* of the fees payable with respect to processing your request for access. We have considered your request and have decided to waive all of the fees payable (the amount of $_____) for the following reasons.

[Set out reasons for granting fee waiver in full, based on clause 9(1)(a), (b) or (c) of the Access and Privacy Regulation.]

- 2 -

■ **Option 2: Decision Refusing Waiver of Fees or Granting Partial Waiver of Fees**

On *[date]*, we received your written request for a waiver of *[all/part]* of the fees payable with respect to processing your request for access. We have considered your request and have decided to *[grant a partial fee waiver in the amount of $_____/refuse to waive the fees payable]* for the following reasons.

> *[Set out reasons for granting fee waiver in part or for refusing fee waiver, based on clause 9(1)(a), (b) or (c) of the Access and Privacy Regulation.]*

Subsection 59(1) of *The Freedom of Information and Protection of Privacy Act* provides that you may make a complaint about this decision respecting your request for a waiver of fees to the Manitoba Ombudsman. You have 60 days from the receipt of this letter to make a complaint on the prescribed form to:

Manitoba Ombudsman
750 – 500 Portage Avenue
Winnipeg MB R3C 3X1
982-9130
1-800-665-0531

■ **Option 3: Copy requested and record can be reproduced**

As you requested a copy of these records, and as they can reasonably be reproduced, in accordance with clause 14(1)(a) of *The Freedom of Information and Protection of Privacy Act* a copy of the records *[is enclosed/will be provided on payment of the required fees]*.

■ **Option 4: Applicant has requested to examine the records**

As you have asked to examine these records, please contact *[Access and Privacy*

Coordinator] at *[telephone number]* to make arrangements *[to pay the required fees and]* to examine the records.

■ **Option 5: Applicant has requested copy of records which cannot be reproduced**

You have requested a copy of the records. However, they cannot reasonably be reproduced because *[explain why the records cannot be reproduced]*.

In accordance with clause 14(1)(b) of *The Freedom of Information and Protection of Privacy Act*, *[upon payment of the required fees]* you will be permitted to examine the records. Please contact *[Access and Privacy Coordinator]* at *[telephone number]* to make arrangements to examine the records.

Subsection 59(1) of *The Freedom of Information and Protection of Privacy Act* provides that you may make a complaint about this decision to allow you to examine the records instead of providing copies of them to the Manitoba Ombudsman. You have 60 days from the receipt of this letter to make a complaint on the prescribed form to:

Manitoba Ombudsman
750 – 500 Portage Avenue
Winnipeg MB R3C 3X1
982-9130
1-800-665-0531

If you have any questions, please contact *[Access and Privacy Coordinator]* at *[business address and telephone number]*.

Sincerely,

[Name]
Head of the Local Public Body (*see subsection 9(3) Access and Privacy Regulation)*

Access Partially Granted (clause 12(1)(c) & subsection 14(1))

Purpose: To inform an applicant that access is partially granted under clause 12(1)(c) of FIPPA and to inform the applicant as to the manner in which access will be given under subsection 14(1).

[Date]
[Applicant's Name and Address]

Dear *[Applicant's Name]*:

Re: Your request for access to information under *The Freedom of Information and Protection of Privacy Act: [Our File Number]*

On *[date]*, *[name of local public body]* received your request for access to the following records:

[describe the records requested].

I am pleased to inform you that your request for access to these records has been granted in part.

In particular, access is granted to the following records:

[specify records to which access is being granted].

Access to the remaining records which you requested is refused, as these records contain information that falls within the following exceptions to disclosure in *The Freedom of Information and Protection of Privacy Act.*

[Identify the specific exception provisions relied on, quote the wording of the exception provisions or attach copies of them, and explain why they apply.]

As required by subsection 7(2) of the Act, we have severed information that is excepted from disclosure and have provided you with as much information as possible.

- 2 -

■ **Option 1: Payment of Fees Required**

On [date] we sent you an Estimate of Costs respecting your request. As indicated in the letter which accompanied the Estimate of Costs, the fees set out in the Estimate must be paid before access can be provided. Payment is required by cheque or money order, payable to [identify to whom payment is to be made].

■ **Option 2: Copy requested and records can be reproduced**

As you requested a copy of the records, and as they can reasonably be reproduced, in accordance with clause 14(1)(a) of the Act copies of the records which are accessible under the Act *[are enclosed/will be provided on payment of the required fees]*.

■ **Option 3: Applicant has requested to examine the records**

You have asked to examine the records. However, the records contain information which is excepted from disclosure under the Act and which must be severed, and your right of access under subsection 7(2) of the Act does not extend to information which is excepted from disclosure. Accordingly, *[upon payment of the required fees access will be given/access is being given]* by providing you with copies of the records and parts of records which are accessible under the *Act*.

■ **Option 4: Applicant has requested a copy of records which cannot be reproduced**

You have requested a copy of the records. However, they cannot reasonably be reproduced because *[explain why the records cannot be reproduced]*. In accordance with clause 14(1)(b) of the Act, *[upon payment of the required fees]* you will be permitted to examine those records which are accessible under the Act. Please contact *[Access and Privacy Coordinator]* at *[telephone number]* to make arrangements to examine the records.

- 3 -

Subsection 59(1) of *The Freedom of Information and Protection of Privacy Act* provides that you may make a complaint about our decision respecting your request for access *[or for a fee waiver, or both]* to the Manitoba Ombudsman. You have 60 days from the receipt of this letter to make a complaint on the prescribed form to:

Manitoba Ombudsman
750 - 500 Portage Avenue
Winnipeg MB R3C 3X1
982-9130
1-800-665-0531

Sincerely,

[Name]
Access and Privacy Officer

Access Partially Granted and Decision respecting Request for Fee Waiver (clause 12(1)(c) & subsection 14(1); subsection 82(5) FIPPA & subsection 9(2) Regulation)

Purpose: To inform an applicant that access is partially granted under clause 12(1)(c) of FIPPA and as to the manner in which access will be given under subsection 14(1) of FIPPA and to inform the applicant of the public body's decision respecting a request for a fee waiver under subsection 9(2) of the *Access and Privacy Regulation*.

[Date]
[Applicant's Name and Address]

Dear *[Applicant's Name]*:

Re: Your request for access to information under *The Freedom of Information and Protection of Privacy Act: [Our File Number]*

On *[date]*, *[name of local public body]* received your request for access to the following records:

[describe the records requested].

I am pleased to inform you that your request for access to these records has been granted in part.

In particular, access is granted to the following records:

[specify records to which access is being granted].

Access to the remaining records which you requested is refused, as these records contain information that falls within the following exceptions to disclosure in *The Freedom of Information and Protection of Privacy Act*.

[Identify the specific exception provisions relied on, quote the wording of the exception provisions or attach copies of them, and explain why they apply.]

As required by subsection 7(2) of the Act, we have severed information that is excepted from disclosure and have provided you with as much information as possible.

■ **Option 1: Decision granting Waiver of Fees in Full**

On *[date]*, we received your written request for a waiver of *[all/part]* of the fees payable with respect to processing your request for access. We have considered your request and have decided to waive all of the fees payable with respect to those records which can be provided to you (the amount of $_____) for the following reasons.

> *[Set out reasons for granting fee waiver in full, based on clause 9(1)(a), (b) or (c) of the Access and Privacy Regulation.]*

■ **Option 2: Decision Refusing Waiver of Fees or Granting Partial Waiver of Fees**

On *[date]*, we received your written request for a waiver of *[all/part]* of the fees payable with respect to processing your request for access. We have considered your request and have decided to *[grant a partial fee waiver in the amount of $_____/refuse to waive the fees payable]* with respect to those records which can be provided to you for the following reasons.

> *[Set out reasons for granting fee waiver in part or for refusing fee waiver, based on clause 9(1)(a), (b) or (c) of the Access and Privacy Regulation.]*

■ **Option 3: Copy requested and records can be reproduced**

As you requested a copy of the records, and as they can reasonably be reproduced, in accordance with clause 14(1)(a) of the Act copies of the records which are accessible under the Act *[are enclosed/will be provided on payment of the required fees]*.

■ **Option 4: Applicant has requested to examine the records**

You have asked to examine the records. However, the records contain information which is excepted from disclosure under the Act and which must be severed, and your right of access under subsection 7(2) of the Act does not extend to information that is excepted from disclosure. Accordingly, *[upon payment of the required fees access will be given/access is being given]* by providing you with copies of those records and parts of records which are accessible under the Act.

■ **Option 5: Applicant has requested a copy of records which cannot be reproduced**

You have requested a copy of the records. However, they cannot reasonably be reproduced because *[explain why the records cannot be reproduced]*. In accordance with clause 14(1)(b) of the Act, *[upon payment of the required fees]* you will be permitted to examine those records which are accessible under the Act. Please contact *[Access and Privacy Coordinator]* at *[telephone number]* to make arrangements to examine the records.

Subsection 59(1) of *The Freedom of Information and Protection of Privacy Act* provides that you may make a complaint about our decision respecting your request for access *[or for a fee waiver, or both]* to the Manitoba Ombudsman. You have 60 days from the receipt of this letter to make a complaint on the prescribed form to:

Manitoba Ombudsman
750 - 500 Portage Avenue
Winnipeg MB R3C 3X1
982-9130
1-800-665-0531

Sincerely,

[Name]
Head of the Local Public Body *(see subsection 9(3) of the Access and Privacy Regulation)*

Access Refused (clause 12(1)(c))

Purpose: To inform an applicant that access is refused under clause 12(1)(c) of FIPPA.

[Date]
[Applicant's Name and Address]

Dear *[Applicant's Name]*:

Re: Your request for access to information under *The Freedom of Information and Protection of Privacy Act*: *[Our File Number]*

On *[date]*, *[name of local public body]* received your request for access to the following records:

> *[describe the records requested]*.

Access to these records is refused, as the information in these records falls within the following exceptions to disclosure in *The Freedom of Information and Protection of Privacy Act*.

> *[Identify the specific exception provisions relied on, quote the wording of the exception provisions or attach copies of them, and explain why they apply.]*

Subsection 59(1) of *The Freedom of Information and Protection of Privacy Act* provides that you may make a complaint about this decision to the Manitoba Ombudsman. You have 60 days from the receipt of this letter to make a complaint on the prescribed form to:

Manitoba Ombudsman
750 - 500 Portage Avenue
Winnipeg MB R3C 3X1
982-9130
1-800-665-0531

Sincerely,

[Name]
Access and Privacy Officer

Refusal to Confirm or Deny the Existence of a Record (subsection 12(2))

Purpose:	To respond to an applicant where it is appropriate to refuse to confirm or deny the existence of a record under subsection 12(2) of FIPPA.

[Date]
[Applicant's Name and Address]

Dear *[Applicant's Name]*:

Re: Your request for access to information under *The Freedom of Information and Protection of Privacy Act*: *[Our File Number]*

On *[date]*, *[name of local public body]* received your request for access to the following records:

> *[describe the records requested]*.

Under subsection 12(2) of FIPPA, we are refusing to confirm or deny the existence of the records you have requested, and your request for access is refused. Subsection 12(2) of the *Act* states:

> **12(2)** Despite clause (1)(c), the head of a public body may, in a response, refuse to confirm or deny the existence of
>
> (a) a record containing information described in section 24 or 25; or
>
> (b) a record containing personal information about a third party if disclosing the existence of the record would be an unreasonable invasion of the third party's privacy.

If the requested records existed, the information in them would fall within the exceptions to disclosure in section 24 (Disclosure harmful to individuals or public safety), section 25 (Disclosure harmful to law enforcement or legal proceedings) or section 17 (Disclosure

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harmful to a third party's privacy) of *The Freedom of Information and Protection of Privacy Act* and access would be refused. A copy of sections 17, 24 and 25 of the *Act* is enclosed.

Subsection 59(1) of *The Freedom of Information and Protection of Privacy Act* provides that you may make a complaint about this decision to the Manitoba Ombudsman. You have 60 days from the receipt of this letter to make a complaint on the prescribed form to:

Manitoba Ombudsman
750 - 500 Portage Avenue
Winnipeg MB R3C 3X1
982-9130
1-800-665-0531

Sincerely,

[Name]
Access and Privacy Officer

Refusal of a Repetitive or Incomprehensible Request (Section 13)

Purpose: To inform an applicant that access is refused under section 13 of FIPPA asthe request is repetitive or incomprehensible, the information has already been provided to the applicant, or the information is publicly available.

[Date]
[Applicant's Name and Address]

Dear *[Applicant's Name]*:

Re: Your request for access to information under *The Freedom of Information and Protection of Privacy Act*: *[Our File Number]*

On *[date]*, *[name of local public body]* received your request for access to the following records:

[describe the records requested].

■ **Option 1: Repetitive Request**

We have determined that this request is a repetition of requests for access that you have made recently. *[Summarize previous requests]*

Consequently, we are refusing to grant access to the records you have requested under subsection 13(1) of *The Freedom of Information and Protection of Privacy Act*.

■ **Option 2: Incomprehensible Request**

We are unable to understand your request for access or to determine what records you are requesting, although we have attempted to clarify your request by *[specify attempts made to clarify request, etc.]*.

Consequently, we are refusing to grant access to the records you have requested

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under subsection 13(1) of *The Freedom of Information and Protection of Privacy Act*

■ **Option 3: Information Already Provided to the Applicant**

As we already have provided the requested information to you on *[date]*, we are refusing further access under subsection 13(1) of *The Freedom of Information and Protection of Privacy Act.*

■ **Option 4: Information Publicly Available**

The information that you have requested is available to the public and it is not necessary to make an application under *The Freedom of Information and Protection of Privacy Act* for it. To make arrangements to obtain this information, please contact *[name and telephone number].*

Subsection 13(1) of the *Act* provides:

> **13(1)** A head of a public body may refuse to give access to a record or part of a record if the request is repetitive or incomprehensible or is for information already provided to the applicant or that is publicly available.

Subsection 59(1) of *The Freedom of Information and Protection of Privacy Act*provides that you may make a complaint about this decision to the Manitoba Ombudsman. You have 60 days from the receipt of this notice to make a complaint on the prescribed form to:

Manitoba Ombudsman
750 - 500 Portage Avenue
Winnipeg MB R3C 3X1
982-9130
1-800-665-0531

Sincerely,

[Name]
Access and Privacy Officer

Notice that Information Has Become Publicly Available (clause 32(2)(a))

Purpose:	To notify an applicant that information previously refused under subsection 32(1) on the basis that it would be made available to the public within 90 days is now available, as required by clause 32(2)(a) of FIPPA.

[Date]
[Applicant's Name and Address]

Dear *[Applicant's Name]*:

Re: Your request for access to information under *The Freedom of Information and Protection of Privacy Act*: *[Our File Number]*

On *[date]*, *[name of local public body]* received your request for access to the following records:

[describe the records requested].

On *[date]*, we informed you that your request for access to information was refused because the information would be made available to the public in *[number of days not to exceed 90 days after the applicant's request was received]*. We are pleased to inform you that the information is now available to the public.

■ **Option 1: Payment of Fees Required**

The following fee must be paid before you can obtain a copy of the records: *[set out fee payable]*. Payment is required by cheque or money order, payable to *[identify to whom payment is to be made]*.

■ **Option 2: Copy enclosed**

A copy of the requested records is enclosed.

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- **Option 3: Appointment to examine**

  Please contact me at *[telephone number]* to make arrangements to examine the requested records.

If you have any questions, please call me at *[telephone number]*.

Sincerely,

[Name]
Access and Privacy Coordinator

Formal Notice to Third Party under Subsection 33(1): Privacy Interests may be Affected (clause 33(1)(a))

Purpose:	To provide formal notice to a third party, under clause 33(1)(a) of FIPPA, that an applicant has requested access to information that may result in an unreasonable invasion of the third party's privacy where the public body is considering giving access. This notice does not take the place of consultations with an affected third party. It is required where the public body is considering giving access to third party information. As the procedures in sections 33 and 34 of FIPPA are new, consultation with legal counsel is recommended.

[Date]
[Third Party's Name and Address]

Dear *[Third Party's Name]*:

Re: Request for access to information under *The Freedom of Information and Protection of Privacy Act*: *[Our File Number]*

[Name of local public body] has received a request under *The Freedom of Information and Protection of Privacy Act* from an applicant for access to records. On reviewing these records, it appears that they may contain personal information about you which, if disclosed might result in an unreasonable invasion of your privacy.

Subsection 33(1) of the *Act* requires that, before making a decision to give access to these records, we must notify you of this request and give you an opportunity to consent to the disclosure of this information or to make written representations to us explaining why the information should not be disclosed.

Section 17 of the *Act* states that *[name of local public body]* must refuse to disclose personal information about you to the applicant if it is determined that the disclosure would be an unreasonable invasion of your privacy. We do not currently have enough information to assess whether disclosure of the requested information would result in an unreasonable invasion of your privacy.

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■ **Option 1:**

Enclosed is a copy of *[the record requested/the part of the record requested]* which contains the information about you.

■ **Option 2:**

The following is a description of the requested records and the information about you in these records:

> *[describe requested records and the information which might be personal information about the third party falling under section 17 of the Act].*

A copy of the definition of "personal information" in section 1 of the *Act* and a copy of section 17 of the *Act* (Disclosure harmful to a third party's privacy) are also enclosed to assist you in reviewing this information.

If you wish to consent to the disclosure of the requested records, please provide me with your consent in writing as soon as possible and no later than 20 days from the date of this letter.

If you wish to make representations as to why the requested records should not be disclosed, please provide me with your representations in writing as soon as possible and no later than 20 days from the date of this letter. Your representations as to why the records should not be disclosed should be based on the provisions of section 17 of the*Act*.

Subsection 34(2) of *The Freedom of Information and Protection of Privacy Act* requires that I give written notice of my decision respecting access, including reasons for my decision, to you and to the applicant. My decision must be made within 30 days after the date of this letter, whether I have received a response from you or not, unless I extend this time limit under subsection 34(3) of the *Act*.

Please contact *[Access and Privacy Coordinator]* at *[telephone number]* if you have any questions.

Sincerely,

[Name]
Access and Privacy Officer

Formal Notice to Third Party under Subsection 33(1): Business Interests may be Affected (clause 33(1)(b))

Purpose: To provide formal notice to a third party, under clause 33(1)(b) of FIPPA, that an applicant has requested access to information that may affect the third party's business interests described in subsections 18(1) or 18(2) where the public body is considering giving access. This notice does not take the place of consultations with an affected third party. It is required where the public body is considering giving access to third party information. As the procedures in sections 33 and 34 of FIPPA are new, consultation with legal counsel is recommended.

[Date]
[Third Party's Name and Address]

Dear *[Third Party's Name]*:

Re: Request for access to records under *The Freedom of Information and Protection of Privacy Act*: *[Our File Number]*

[Name of local public body] has received a request under *The Freedom of Information and Protection of Privacy Act* from an applicant for access to records. On reviewing these records, it appears that they may contain information which, if disclosed, might affect your business interests as described in subsection 18(1) or 18(2) of the *Act*.

Subsection 33(1) of the *Act* requires that, before making a decision to give access to these records, we must notify you of this request and give you an opportunity to consent to the disclosure of this information or to make written representations to us explaining why the information should not be disclosed.

Section 18 of the *Act* indicates that *[name of local public body]* must refuse to disclose information to the applicant if it is determined that the information falls within one of the exception to disclosure provisions in subsection 18(1) or 18(2) of the *Act*. We do not currently have enough information to assess whether any of these exception to disclosure provisions apply to the information requested by the applicant.

■ **Option 1:**

Enclosed is a copy of *[the record requested/the part of the record requested]* which contains the information in question.

■ **Option 2:**

The following is a description of the requested records and the information in question:

> *[describe requested records and the information which might fall under an exception to disclosure provision in subsection 18(1) or 18(2) of FIPPA].*

A copy of section 18 of the *Act* (Disclosure harmful to a third party's business interests) is also enclosed to assist you in reviewing this information.

If you wish to consent to the disclosure of this information, please provide me with your consent in writing as soon as possible and no later than 20 days from the date of this letter.

If you wish to make representations as to why the requested information should not be disclosed, please provide me with your representations in writing as soon as possible and no later than 20 days from the date of this letter. Your representations as to why the information should not be disclosed should be based on the provisions of section 18 of the*Act*.

Subsection 34(2) of *The Freedom of Information and Protection of Privacy Act* requires that I give written notice of my decision respecting access, including reasons for my decision, to you and to the applicant. My decision must be made within 30 days after the date of this letter, whether I have received a response from you or not, unless I extend the time period under subsection 34(3) of the *Act*.

Please contact *[Access and Privacy Coordinator]* at *[telephone number]* if you have any questions.

Sincerely,

[Name]
Access and Privacy Officer

Notice to Applicant of Third Party Notice under Subsection 33(1) (subsection 33(4))

Purpose:	To notify an applicant that formal notice has been given to a third party under subsection 33(1) of FIPPA and that the third party has the right to make representations respecting the disclosure of the requested records, as required by subsection 33(4) of FIPPA.

[Date]
[Applicant's Name and Address]

Dear *[Applicant's Name]*:

Re: Your Request for Access under *The Freedom of Information and Protection of Privacy Act*: *[Our File Number]*

On *[date]*, *[name of local public body]* received your request for access to the following records:

> *[describe the records requested]*.

The records you have requested may contain information, which, if disclosed, might *[invade the privacy of a third party/affect the interests of a third party as described in section 18 of The Freedom of Information and Protection of Privacy Act]*.

As required by subsection 33(1) of *The Freedom of Information and Protection of Privacy Act*, we have given written notice to the third party that a request for access to these records has been made. Subsection 33(1) states:

> **33(1)** When the head of a public body is considering giving access to a record the disclosure of which might
>
> (a) result in an unreasonable invasion of a third party's privacy under section 17; or

> (b) affect a third party's interests described in subsection 18(1) or (2);
>
> the head shall, where practicable and as soon as practicable, give written notice to the third party in accordance with subsection (3).

A copy of *[section 17/section 18]* of the *Act* is enclosed for your information.

The required notice to the third party was dated and sent on *[date]*.

As required by subsection 33(3) of the *Act*, the third party has been given an opportunity to make representations to me explaining why the information should not be disclosed.

My decision respecting your request for access must be made within 30 days after the date the notice was given to the third party, unless I extend the 30 day time period under subsection 34(3) of the *Act*. Subsection 34(2) of *The Freedom of Information and Protection of Privacy Act* requires that I give written notice of my decision respecting your request for access, including reasons for my decision, to you and to the third party.

Please contact *[Access and Privacy Coordinator]* at *[telephone number]* if you have any questions.

Sincerely,

[Name]
Access and Privacy Officer

Notice to Third Party Regarding Decision to give Access where Third Party has Consented (subsection 34(2)

Purpose:	To notify a third party who, after receiving formal notice under subsection 33(1) of FIPPA, has consented to disclosure of the public body's decision to give access to the applicant, as required by subsection 34(2) of FIPPA.

[Date]
[Third party's Name and Address]

Dear *[Third Party's Name]*:

Re: Request for access to records under *The Freedom of Information and Protection of Privacy Act*: *[Our File Number]*

On *[date]* I wrote to you advising that *[name of local public body]* had received a request under *The Freedom of Information and Protection of Privacy Act* from an applicant for access to the following records:

[describe records requested]

and that it appeared that the records may contain information which, if disclosed, might *[result in an unreasonable invasion of your privacy/affect your business interests as described in subsection 18(1) or 18(2) of the Act]*.

This is to confirm that you have consented to the disclosure of these records in your letter dated *[date]* and that I have decided to give the applicant access to these records by *[providing copies of them/allowing the applicant to examine the records]*.

Please contact *[Access and Privacy Coordinator]* at *[telephone number]* if you have any questions.

Sincerely,

[Name]
Access and Privacy Officer

Notice to Applicant of Decision to Give Access where Third Party has Consented (subsection 34(2))

Purpose:	To notify the applicant of a decision to give access under subsection 34(2) of FIPPA where a third party, who has been given formal notice under subsection 33(1) of FIPPA, has consented to the disclosure, as required by subsection 34(2) of FIPPA.

[Date]
[Applicant's Name and Address]

Dear *[Applicant's Name]*:

Re: Request for access to records under *The Freedom of Information and Protection of Privacy Act*: *[Our File Number]*

I have now had an opportunity to consider your request under Part 2 of *The Freedom of Information and Protection of Privacy Act*, received on *[date]* by *[name of local public body]*, for access to the following records:

[describe records requested].

On *[date]*, I wrote to you advising that the records you requested may contain information the disclosure of which might *[unreasonably invade the privacy of a third party/affect the business interests of a third party]*. I also advised that the third party was being given an opportunity to make representations to me about disclosure of the records.

The third party has consented to the disclosure of the records and I have therefore decided to give you access to the records you requested.

- **Option 1: Payment of Fees Required**

  On *[date]* we sent you an Estimate of Costs respecting your request. As indicated in the letter which accompanied the Estimate of Costs, the fees set out in the Estimate must be paid before access can be provided. Payment is required by cheque or money order, payable to *[identify to whom payment is to be made]*.

■ **Option 2: Copy requested and records can be reproduced**

As you requested a copy of these records, and as they can reasonably be reproduced, in accordance with clause 14(1)(a) of *The Freedom of Information and Protection of Privacy Act*, copies of the records *[are enclosed/will be provided on payment of the required fees]*.

■ **Option 3: Applicant has requested to examine the record**

As you have asked to examine these records, please contact *[Access and Privacy Coordinator]* at *[telephone number]* to make arrangements *[to pay the required fees and]* to examine the records.

■ **Option 3: Applicant has requested a copy of records which cannot be reproduced**

You have requested a copy of the records. However, they cannot reasonably be reproduced because *[explain why the records cannot be reproduced]*.

In accordance with clause 14(1)(b) of *The Freedom of Information and Protection of Privacy Act*, *[upon payment of the required fees]* you will be permitted to examine the records. Please contact *[Access and Privacy Coordinator]* at *[telephone number]* to make arrangements to examine the records.

Subsection 59(1) of *The Freedom of Information and Protection of Privacy Act* provides that you may make a complaint about this decision to allow you to examine the records instead of providing copies of them to the Manitoba Ombudsman. You have 60 days from the receipt of this letter to make a complaint on the prescribed form to:

Manitoba Ombudsman
750 – 500 Portage Avenue
Winnipeg MB R3C 3X1
982-9130
1-800-665-0531

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If you have any questions, please contact *[Access and Privacy Coordinator]* at *[business address and telephone number]*.

Sincerely,

[Name]
Access and Privacy Officer

Notice to Third Party of Decision to give Access or Partial Access Without Consent (subsections 34(2) and 34(4))

Purpose: To notify a third party who has received formal notice under subsection 33(1) of FIPPA, of a decision to give access to the applicant although the third party has not consented, as required by subsection 34(2) of FIPPA.

[Date]
[Third party's Name and Address]

Dear *[Third Party's Name]*:

Re: Request for access to records under *The Freedom of Information and Protection of Privacy Act*: *[Our File Number]*

On *[date]*, I wrote to you advising that *[name of local public body]* had received a request under *The Freedom of Information and Protection of Privacy Act* from an applicant for access to the following records:

[describe records requested]

and that it appeared that the records may contain information which, if disclosed, might *[result in an unreasonable invasion of your privacy/affect your business interests as described in subsection 18(1) or 18(2) of the Act]*.

■ **Option 1: Third Party Written Representations Received Objecting to Disclosure; Public Body Decides to Give Access to All or Part of the Records.**

Your written representations dated *[date]*, explaining why the information should not be disclosed, were received on *[date]*.

After considering your representations and all relevant circumstances, I have decided to give the applicant *[access in full/partial access]* to the records requested by *[providing copies of/allowing the applicant to examine]* the records *[which are accessible under the Act]*.

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> *[If partial access is to be given, describe the parts of the records that will be disclosed and the parts that will be withheld. Identify the specific exception provisions in FIPPA which are being relied on and quote the provisions or provide copies of them.]*

■ **Option 2: No Response from Third Party; Public Body Decides to Give Access**

We have not received a reply to our letter, and you have not provided written representations explaining why the requested records should not be disclosed.

After considering all relevant circumstances, I have decided to give the applicant *[access in full/partial access]* to the records requested by *[providing copies of/allowing the applicant to examine]* the records *[which are accessible under the Act]*.

> *[If partial access is to be given, describe the parts of the records that will be disclosed and the parts that will be withheld. Identify the specific exception provisions in FIPPA which are being relied on and quote the provisions or provide copies of them.]*

The reasons for my decision are *[as follows/set out in the attached document]*.

> *[Subsection 34(2) of FIPPA requires that the reasons for this decision be given to the third party and to the applicant. The reasons can be set out in the letter or attached as a separate document.]*

Subsection 59(2) of *The Freedom of Information and Protection of Privacy Act* provides that you may make a complaint about this decision to the Manitoba Ombudsman. You have 21 days from the giving of this notice make a complaint on the prescribed form to:

Manitoba Ombudsman
750 - 500 Portage Avenue
Winnipeg MB R3C 3X1
982-9130
1-800-665-0531

If you do not make a complaint to the Ombudsman within 21 days, the applicant will be given access to the records as described above.

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■ **Option 3: If applicant will be given partial access.**

The applicant also has the right under subsection 59(1) of the *Act* to make a complaint to the Manitoba Ombudsman about my decision to deny access to part of the records requested.

Please contact [*Access and Privacy Coordinator]* at *[telephone number]* if you have any questions.

Sincerely,

[Name]
Access and Privacy Officer

Notice to Applicant of Decision to Give Access or Partial Access Without Consent (subsection 34(2) and 34(4))

Purpose:	To notify the applicant of a decision to give access or partial access under subsection 34(2) of FIPPA where a third party who has received formal notice under subsection 33(1) of FIPPA has not consented, and to advise the applicant of the third party's right to complain to the Ombudsman under subsection 34(4). Note that access cannot be given until 21 days after the notice has been given to the third party, to allow the third party time to complain to the Ombudsman.

[Date]
[Applicant's Name and Address]

Dear *[Applicant's Name]*:

Re: Request for access to records under *The Freedom of Information and Protection of Privacy Act*: *[Our File Number]*

I have now had an opportunity to consider your request under *The Freedom of Information and Protection of Privacy Act*, received on *[date]* by *[name of local public body]*, for access to the following records:

> *[describe records requested].*

On *[date]*, I wrote to you advising that the records you requested may contain information the disclosure of which might *[unreasonably invade the privacy of a third party/affect the business interests of a third party under subsection 18(1) or 18(2) of the Act]*. I also advised that the third party was being given an opportunity to make representations to me about disclosure of the records.

The third party *[submitted written representations on [date] objecting to the disclosure of the records to you/did not submit written representations]*.

After considering *[the representations of the third party and]* all relevant circumstances, I have decided to give you *[access in full/ partial access]* to the records you requested.

> *[If partial access is to be given, describe the parts of the records that will be disclosed and the parts that will be withheld. Identify the specific exception*

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> *provisions in FIPPA which are being relied on and quote the provisions or provide copies of them.]*

The reasons for my decision are *[as follows/set out in the attached document].*

> *[Subsection 34(2) of FIPPA requires that the reasons for this decision be given to the third party and to the applicant. The reasons can be set out in the letter or attached as a separate document.]*

■ **Option 1: Insert where partial access is given**

Subsection 59(1) of *The Freedom of Information and Protection of Privacy Act* provides that you may make a complaint about my decision to give you partial access to the records requested to the Manitoba Ombudsman. You have 21 days from the giving of this notice to make a complaint on the prescribed form to:

Manitoba Ombudsman
750 - 500 Portage Avenue
Winnipeg MB R3C 3X1
982-9130
1-800-665-0531

The third party *[also]* has the right under subsection 59(2) of the Act to make a complaint to the Manitoba Ombudsman about my decision. If the third party does not make a complaint within 21 days, we will give you access to those records which are accessible as described above on *[date].*

> *[If the third party does not make a complaint to the Ombudsman, after 21 days send a modified version of Sample Letter 7(Access Granted) or Sample Letter 9 (Access Partially Granted), whichever is applicable]*

Please contact *[Access and Privacy Coordinator]* at *[telephone number]* if you have any questions.

Sincerely,

[Name]
Access and Privacy Officer

Notice to Third Party of Decision to Refuse Access (subsection 34(2) and 34(5))

Purpose:	To notify a third party of a decision to refuse to give access to the applicant where the third party has received formal notice under subsection 33(1) of FIPPA, as required by subsection 34(2) of FIPPA, and to notify the third party of the applicant's right to complain to the Ombudsman as required by subsection 34(5).

[Date]
[Third Party's Name and Address]

Dear *[Third Party's Name]*:

Re: Request for access to records under *The Freedom of Information and Protection of Privacy Act*: *[Our File Number]*

On *[date]*, I wrote to you advising that *[name of local public body]* had received a request under *The Freedom of Information and Protection of Privacy Act* from an applicant for access to the following records:

[describe records requested]

and that it appeared that the records may contain information which, if disclosed, might *[result in an unreasonable invasion of your privacy/affect your business interests as described in subsection 18(1) or 18(2) of the Act]*.

■ **Option 1: Written Representations Received Objecting to Disclosure; Public Body Decides to Refuse Access to the Records.**

Your written representations dated *[date]*, explaining why the records should not be disclosed, were received on *[date]*.

After considering your representations and all relevant circumstances, I have decided to refuse to give the applicant access to the records. The reasons for my decision are *[as follows/as set out in the attached document]*.

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> *[Subsection 34(2) of FIPPA requires that the reasons for this decision be given to the third party and to the applicant. The reasons can be set out in the letter or attached as a separate document.* Identify the specific exception provisions in FIPPA which are being relied on, quote the provisions or provide copies of them and explain why they apply.*]*

■ Option 2: No Response from Third Party; Public Body Refuses Access

We have not received a reply to our letter, and you have not provided written representations explaining why the records should not be disclosed..

After considering all relevant circumstances, I have decided to refuse to give the applicant access to the requested records. The reasons for my decision are *[as follows/set out in the attached document]*.

> *[Subsection 34(2) of FIPPA requires that the reasons for this decision be given to the third party and to the applicant. The reasons can be set out in the letter or attached as a separate document. Identify the specific exception provisions in FIPPA which are being relied on, quote the provisions or provide copies of them and explain why they apply.]*

The applicant has the right under subsection 59(1) of the Act to make a complaint to the Manitoba Ombudsman about my decision to refuse access to the records within 21 days after notice of my decision.

Please contact [*Access and Privacy Coordinator]* at *[telephone number]* if you have any questions.

Sincerely,

[Name]
Access and Privacy Officer

Notice to Applicant of Decision to Refuse to Access (subsections 34(2) and 34(5))

Purpose:	To notify the applicant of a decision to refuse to give access where a third party has received formal notice under subsection 33(1) of FIPPA, as required by subsection 34(2) of FIPPA, and to notify the applicant of his/her right to complain to the Ombudsman as required by subsection 34(5).

[Date]
[Applicant's Name and Address]

Dear *[Applicant's Name]*:

Re: Request for access to records under *The Freedom of Information and Protection of Privacy Act*: *[Our File Number]*

I have now had an opportunity to consider your request submitted on *[date]* to *[name of local public body]* under *The Freedom of Information and Protection of Privacy Act* for access to the following records:

[describe records requested].

On *[date]*, I wrote to you advising that the records you requested may contain information the disclosure of which might *[unreasonably invade the privacy of a third party/affect the business interests of a third party under subsection 18(1) or 18(2) of the Act]*. I also advised that the third party was being given an opportunity to make representations to me about disclosure of the records.

The third party *[submitted written representations on [date] objecting to the disclosure of these records to you/did not submit written representations]*.

After considering *[the representations of the third party and]* all relevant circumstances, I have decided to refuse to give you access to these records.

The reasons for my decision are *[as follows/set out in the attached document]*.

[Subsection 34(2) of FIPPA requires that the reasons for this decision be given to

> *the third party and to the applicant. The reasons can be set out in the letter or attached as a separate document. Identify the specific exception provisions in FIPPA which are being relied on, quote the provisions or provide copies of them and explain why they apply.]*

Subsection 59(1) of *The Freedom of Information and Protection of Privacy Act* provides that you may make a complaint about this decision to the Manitoba Ombudsman. You have 21 days from the giving of this notice to make a complaint on the prescribed form to:

Manitoba Ombudsman
750 - 500 Portage Avenue
Winnipeg MB R3C 3X1
982-9130
1-800-665-0531

Please contact *[Access and Privacy Coordinator]* at *[telephone number]* if you have any questions.

Sincerely,

[Name]
Access and Privacy Officer

Receipt of Request to Correct Personal Information (Section 39)

Purpose: To acknowledge receipt of an applicant's request to correct his/her personal information under section 39 of FIPPA. Note that the formal process under section 39 only applies to an applicant who has been given access to a record containing his or her personal information under Part 2 of FIPPA.

[Date]
[Applicant's Name and Address]

Dear [*Applicant's Name]*:

Re: Your request for correction of your personal information under section 39 of *The Freedom of Information and Protection of Privacy Act*: *[Our File Number]*

Your request for correction of your personal information was received by *[name of local public body]* on *[date]*.

We are required to respond to your request within 30 days after receiving it, unless we notify you that we are extending the time period under subsection 39(4) of *The Freedom of Information and Protection of Privacy Act*.

If you have any questions, please write to me or call me at *[telephone number]*.

Sincerely,

[Name]
[Access and Privacy Officer]

Notice to Applicant of Decision respecting Correction (subsection 39(3))

Purpose:	To notify an applicant whether or not a requested correction to personal information will be made under section 39 of FIPPA, as required by subsection 39(3).

[Date]
[Applicant's Name and Address]

Dear *[Applicant Name]*:

Re: Your request for correction of personal information under section 39 of *The Freedom of Information and Protection of Privacy Act*: *[Our File Number]*

Your request for correction of your personal information was received by *[name of local public body]* on *[date]*.

■ **Option 1: Correction Made**

Your records have been corrected as you requested. In particular, *[the following corrections have been made/a copy of the records as corrected is attached]*.

[List records and corrections to records or attach copies.]

■ **Option 2: Correction Refused**

We are unable to make the correction that you requested for the following reasons.

[Set out reasons for decision to refuse to correct the records.]

However, as required by clause 39(3)(b) of *The Freedom of Information and Protection of Privacy Act*, your request for correction of the information has been added to the record containing your personal information. A copy of section 39 of the *Act* is enclosed for your information.

- 2 -

Subsection 59(1) of *The Freedom of Information and Protection of Privacy Act* provides that you may make a complaint about this decision to the Manitoba Ombudsman. You have 60 days from the receipt of this notice of our decision to refuse to correct your personal information to make a complaint on the prescribed form to:

Manitoba Ombudsman
750 - 500 Portage Avenue
Winnipeg MB R3C 3X1
982-9130
1-800-665-0531

If you have any questions, please write to or call me at *[telephone number]*.

Sincerely,

[Name]
[Access and Privacy Officer]

Notice to Other Public Bodies respecting Correction (subsection 39(5))

Purpose: To notify other public bodies who have received the personal information of a correction to personal information or of a request to correct personal information, as required by subsection 39(5) of FIPPA.

[Date]
[Name and Address of Public Body]

Dear *[Name of Official]:*

Re: Request for Correction of Personal Information under Section 39 of *The Freedom of Information and Protection of Privacy Act*

On *[date]*, we received a request under section 39 of *The Freedom of Information and Protection of Privacy Act* for correction of personal information from *[name of applicant]*. Our records indicate that this personal information was disclosed to you during the year prior to this request being made.

■ **Option 1: Personal Information Corrected**

We have agreed to correct the personal information, and I am enclosing a copy of the corrected information. We request that you make this correction to your records of this information as required by subsection 39(6) of *The Freedom of Information and Protection of Privacy Act*.

■ **Option 2: Personal Information Not Corrected**

We have refused to correct the personal information.

In accordance with subsection 39(5) of *The Freedom of Information and Protection of Privacy Act*, enclosed is a copy of the request for correction of personal information from the applicant, which has been added to our records of the information. We request that you add this request for correction of personal information to your records of the information as required by subsection 39(6) of the *Act*.

Sincerely,

[Name]
[Access and Privacy Officer]

Personal Information Collection Notification Statement

Purpose:	To advise individuals of the authority and purpose for the collection of personal information and to give them the name of an official whom they may contact for further information, as required under FIPPA.

The following statement provides all the information that is required under FIPPA to be provided when collecting personal information directly from individuals.

It should be added to all application forms on which personal information is collected directly from the individual that the information is about.

> This personal information is being collected under the authority *of [identify the Act, regulation, program or activity]* and will be used for *[state the purposes of which the information is being collected].*
>
> It is protected by the Protection of Privacy provisions of The Freedom of Information and Protection of Privacy Act. If you have any questions about the collection, contact *[provide title, business address and telephone number of responsible official or employee].*

CHAPTER F175

THE FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

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CHAPITRE F175

LOI SUR L'ACCÈS À L'INFORMATION ET LA PROTECTION DE LA VIE PRIVÉE

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CHAPTER F175

THE FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

(Assented to June 28, 1997)

HER MAJESTY, by and with the advice and consent of the Legislative Assembly of Manitoba, enacts as follows:

PART 1

INTRODUCTORY PROVISIONS

Definitions

1 In this Act,

"**applicant**" means a person who makes a request for access to a record under section 8; (« auteur de la demande »)

"**Cabinet**" means the Executive Council appointed under *The Executive Government Organization Act*, and includes a committee of the Executive Council; (« Cabinet »)

CHAPITRE F175

LOI SUR L'ACCÈS À L'INFORMATION ET LA PROTECTION DE LA VIE PRIVÉE

(Date de sanction : 28 juin 1997)

SA MAJESTÉ, sur l'avis et avec le consentement de l'Assemblée législative du Manitoba, édicte :

PARTIE 1

DISPOSITIONS INTRODUCTIVES

Définitions

1 Les définitions qui suivent s'appliquent à la présente loi.

« **auteur de la demande** » Personne qui demande la communication d'un document en vertu de l'article 8. ("applicant")

« **Cabinet** » Le Conseil exécutif nommé en application de la *Loi sur l'organisation du gouvernement*. La présente définition vise notamment les comités du Conseil exécutif. ("Cabinet")

"court", for the purpose of an appeal under section 67 or 68, means the Court of Queen's Bench; (« tribunal »)

"department" means a department, branch or office of the executive government of the province; (« ministère »)

"educational body" means

(a) a school division or school district established under *The Public Schools Act*,

(b) The University of Manitoba,

(c) The University of Winnipeg,

(c.1) Brandon University,

(d) a college established under *The Colleges Act*, and

(e) any other body designated as an educational body in the regulations; (« organisme d'éducation »)

"employee", in relation to a public body, includes a person retained under a contract to perform services for the public body; (« employé »)

"enactment" means an Act or regulation; (« texte »)

"government agency" means

(a) any board, commission, association, agency, or similar body, whether incorporated or unincorporated, all the members of which, or all the members of the board of management or board of directors or governing board of which, are appointed by an Act of the Legislature or by the Lieutenant Governor in Council, and

(b) any other body designated as a government agency in the regulations; (« organisme gouvernemental »)

"head", in relation to a public body, means

(a) in the case of a department, the minister who presides over it,

« Comité d'évaluation » Le Comité d'évaluation que constitue le ministre en application de l'article 77. ("review committee")

« document » Document qui reproduit des renseignements sous une forme quelconque, y compris des renseignements écrits, photographiés, enregistrés ou stockés de quelque manière que ce soit sur tout support de données ou par des moyens graphiques, électroniques, mécaniques ou autres. La présente définition exclut les logiciels électroniques et les mécanismes qui produisent des documents. ("record")

« document judiciaire » Document contenant des renseignements ayant trait à un juge, à un conseiller-maître, à un magistrat ou à un juge de paix, y compris des renseignements relatifs :

a) au programme des juges et au calendrier des audiences et des procès;

b) au contenu des programmes de formation judiciaire;

c) à des statistiques touchant l'activité judiciaire établies par ou pour un juge;

d) à des directives judiciaires;

e) aux documents de la Commission d'enquête sur la magistrature, du Conseil de la magistrature établi sous le régime de la *Loi sur la Cour provinciale* ou du Conseil de la magistrature des conseillers-maîtres établi sous le régime de la *Loi sur la Cour du Banc de la Reine*. ("judicial administration record")

« employé » Est assimilée à un employé la personne qui conclut un contrat de prestation de services avec un organisme public. ("employee")

« exécution de la loi » Mesures prises aux fins de l'exécution d'un texte, y compris :

a) le maintien de l'ordre;

(b) in the case of an incorporated government agency, its chief executive officer,

(c) in the case of an unincorporated government agency, the minister who is charged by the Lieutenant Governor in Council with the administration of the Act under which the agency is established or who is otherwise responsible for the agency, and

(d) in any other case, the person or group of persons designated under section 80 or the regulations as the head of the public body; (« responsable d'organisme public »)

"health care body" means

(a) a hospital designated under *The Health Services Insurance Act;*

(b) a regional health authority established under *The Regional Health Authorities Act*,

(c) the board of a health and social services district established under *The District Health and Social Services Act*,

(d) the board of a hospital district established under *The Health Services Act*, and

(e) any other body designated as a health care body in the regulations; (« organisme de soins de santé »)

"judicial administration record" means a record containing information relating to a judge, master, magistrate or justice of the peace, including information relating to

(a) the scheduling of judges, hearings and trials,

(b) the content of judicial training programs,

(c) statistics of judicial activity prepared by or for a judge,

(d) a judicial directive, and

b) les enquêtes ou les inspections qui aboutissent ou pourraient aboutir à l'imposition d'une peine ou d'une sanction ou qui sont effectuées aux fins de l'exécution d'un texte;

c) les instances qui aboutissent ou pourraient aboutir à l'imposition d'une peine ou d'une sanction ou qui sont engagées aux fins de l'exécution d'un texte. ("law enforcement")

« fichier de renseignements personnels » Ensemble de renseignements personnels systématisés et récupérables d'après le nom d'un particulier ou d'après un numéro ou symbole ou toute autre indication identificatrice qui lui est propre. ("personal information bank")

« fonctionnaire de l'Assemblée législative » Le président de l'Assemblée législative, le greffier de l'Assemblée législative, le directeur général des élections, l'ombudsman, le protecteur des enfants et le vérificateur provincial. ("officer of the Legislative Assembly")

« ministère » Ministère, direction ou bureau du gouvernement de la province. ("department")

« ministre » Membre du Cabinet. ("minister")

« ministre responsable » Le ministre chargé par le lieutenant-gouverneur en conseil de l'application de la présente loi. ("responsible minister")

« ombudsman » L'ombudsman nommé sous le régime de la *Loi sur l'ombudsman*. ("Ombudsman")

« organisme d'administration locale »

a) La ville de Winnipeg;

b) municipalité;

c) district d'administration locale;

d) comité local, conseil communautaire ou conseil de communauté constituée que vise la *Loi sur les Affaires du Nord*;

(e) any record of the Judicial Inquiry Board, the Judicial Council established under *The Provincial Court Act* or the Masters Judicial Council established under *The Court of Queen's Bench Act*; (« document judiciaire »)

"law enforcement" means any action taken for the purpose of enforcing an enactment, including

(a) policing,

(b) investigations or inspections that lead or could lead to a penalty or sanction being imposed, or that are otherwise conducted for the purpose of enforcing an enactment, and

(c) proceedings that lead or could lead to a penalty or sanction being imposed, or that are otherwise conducted for the purpose of enforcing an enactment; (« exécution de la loi »)

"local government body" means

(a) The City of Winnipeg,

(b) a municipality,

(c) a local government district,

(d) a local committee, community council or incorporated community council under *The Northern Affairs Act*,

(e) a planning district established under *The Planning Act*,

(f) a conservation district established under *The Conservation Districts Act*,

(g) any other body designated as a local government body in the regulations; (« organisme d'administration locale »)

"local public body" means

(a) an educational body,

(b) a health care body, and

(c) a local government body; (« organisme public local »)

e) district d'aménagement établi sous le régime de la *Loi sur l'aménagement du territoire*;

f) district de conservation établi sous le régime de la *Loi sur les districts de conservation*;

g) tout autre organisme d'administration locale désigné comme tel dans les règlements. ("local government body")

« organisme d'éducation »

a) Division ou district scolaire établi sous le régime de la *Loi sur les écoles publiques*;

b) l'Université du Manitoba;

c) l'Université de Winnipeg;

c.1) l'Université de Brandon;

d) collège fondé sous le régime de la *Loi sur les collèges*;

e) tout autre organisme d'éducation désigné comme tel dans les règlements. ("educational body")

« organisme de soins de santé »

a) Hôpital désigné sous le régime de la *Loi sur l'assurance-maladie*;

b) office régional de la santé établi sous le régime de la *Loi sur les offices régionaux de la santé*;

c) conseil d'un district de services sociaux et de santé établi sous le régime de la *Loi sur les districts de services sociaux et de santé*;

d) conseil d'un district hospitalier établi sous le régime de la *Loi sur les services de santé*;

e) tout autre organisme de soins de santé désigné comme tel dans les règlements. ("health care body")

"minister" means a member of Cabinet; (« ministre »)

"officer of the Legislative Assembly" means the Speaker of the Legislative Assembly, the Clerk of the Legislative Assembly, the Chief Electoral Officer, the Ombudsman, the Children's Advocate and the Provincial Auditor; (« fonctionnaire de l'Assemblée législative »)

"Ombudsman" means the Ombudsman appointed under *The Ombudsman Act;* (« ombudsman »)

"personal health information" means recorded information about an identifiable individual that relates to

(a) the individual's health, or health care history, including genetic information about the individual,

(b) the provision of health care to the individual, or

(c) payment for health care provided to the individual,

and includes

(d) the PHIN as defined in *The Personal Health Information Act* and any other identifying number, symbol or particular assigned to an individual, and

(e) any identifying information about the individual that is collected in the course of, and is incidental to, the provision of health care or payment for health care; (« renseignements médicaux personnels »)

"personal information" means recorded information about an identifiable individual, including

(a) the individual's name,

(b) the individual's home address, or home telephone, facsimile or e-mail number,

« organisme gouvernemental »

a) Conseil, commission, association, bureau ou autre entité semblable, constitué ou non en personne morale, dont tous les membres ou tous ceux du conseil de direction ou d'administration sont nommés par une loi de l'Assemblée législative ou par le lieutenant-gouverneur en conseil;

b) tout autre organisme gouvernemental désigné comme tel dans les règlements. ("government agency")

« organisme public »

a) Ministère;

b) organisme gouvernemental;

c) Bureau du Conseil exécutif;

d) bureau d'un ministre;

e) organisme public local.

La présente définition exclut :

f) le bureau des députés à l'Assemblée législative qui ne sont pas ministres;

g) le bureau des fonctionnaires de l'Assemblée législative;

h) la Cour d'appel, la Cour du Banc de la Reine et la Cour provinciale. ("public body")

« organisme public local »

a) Organisme d'éducation;

b) organisme de soins de santé;

c) organisme d'administration locale. ("local public body")

« registre public » Registre de renseignements désignés dans les règlements, que tient un organisme public et qui est à la disposition du grand public. ("public registry")

(c) information about the individual's age, sex, sexual orientation, marital or family status,

(d) information about the individual's ancestry, race, colour, nationality, or national or ethnic origin,

(e) information about the individual's religion or creed, or religious belief, association or activity,

(f) personal health information about the individual,

(g) the individual's blood type, fingerprints or other hereditary characteristics,

(h) information about the individual's political belief, association or activity,

(i) information about the individual's education, employment or occupation, or educational, employment or occupational history,

(j) information about the individual's source of income or financial circumstances, activities or history,

(k) information about the individual's criminal history, including regulatory offences,

(l) the individual's own personal views or opinions, except if they are about another person,

(m) the views or opinions expressed about the individual by another person, and

(n) an identifying number, symbol or other particular assigned to the individual; (« renseignements personnels »)

"personal information bank" means a collection of personal information that is organized or retrievable by the name of an individual or by an identifying number, symbol or other particular assigned to an individual; (« fichier de renseignements personnels »)

« renseignements médicaux personnels » Renseignements enregistrés concernant un particulier identifiable et ayant trait :

a) à sa santé ou à son dossier médical, y compris les renseignements d'ordre génétique le concernant;

b) aux soins de santé qui lui sont fournis;

c) au paiement des soins de santé qui lui sont fournis.

La présente définition vise notamment :

d) le NIMP, au sens de la *Loi sur les renseignements médicaux personnels*, et tout numéro ou symbole, ou toute autre indication identificatrice, qui est propre au particulier;

e) les renseignements identificateurs concernant le particulier qui sont recueillis à l'occasion de la fourniture de soins de santé ou du paiement de ces soins et qui découlent de ces opérations. ("personal health information")

« renseignements personnels » Renseignements consignés concernant un particulier identifiable, notamment :

a) son nom;

b) l'adresse ou le numéro de téléphone, de télécopieur ou de courrier électronique de sa résidence;

c) son âge, son sexe, son orientation sexuelle et son état matrimonial ou familial;

d) son ascendance, sa race, sa couleur, sa nationalité et son origine nationale ou ethnique;

e) sa religion ou sa confession et sa croyance, son appartenance ou son activité religieuse;

f) les renseignements médicaux personnels le concernant;

"public body" means

(a) a department,

(b) a government agency,

(c) the Executive Council Office,

(d) the office of a minister, and

(e) a local public body,

but does not include

(f) the office of a Member of the Legislative Assembly who is not a minister,

(g) the office of an officer of the Legislative Assembly, or

(h) The Court of Appeal, the Court of Queen's Bench or the Provincial Court; (« organisme public »)

"public registry" means a registry of information designated in the regulations that is maintained by a public body and is available to the general public; (« registre public »)

"record" means a record of information in any form, and includes information that is written, photographed, recorded or stored in any manner, on any storage medium or by any means including by graphic, electronic or mechanical means, but does not include electronic software or any mechanism that produces records; (« document »)

"responsible minister" means the minister charged by the Lieutenant Governor in Council with the administration of this Act; (« ministre responsable »)

"review committee" means the Privacy Assessment Review Committee established by the minister under section 77; (« Comité d'évaluation »)

g) son groupe sanguin, ses empreintes digitales ou ses traits héréditaires;

h) son allégeance, son appartenance ou son activité politique;

i) son éducation ou sa profession et ses antécédents scolaires ou professionnels;

j) sa source de revenu ou sa situation, ses activités ou ses antécédents financiers;

k) ses antécédents criminels, y compris les infractions aux règlements;

l) ses opinions personnelles, sauf si elles ont trait à autrui;

m) les opinions d'autrui sur lui;

n) tout numéro ou symbole, ou toute autre indication identificatrice, qui lui est propre. ("personal information")

« responsable d'organisme public »

a) Le ministre sous l'autorité de qui est placé un ministère;

b) le premier dirigeant d'un organisme gouvernemental constitué en personne morale;

c) le ministre qui est chargé par le lieutenant-gouverneur en conseil de l'application de la loi sous le régime de laquelle est établi un organisme gouvernemental non constitué en personne morale ou qui est normalement responsable de cet organisme;

d) la ou les personnes désignées en application de l'article 80 ou des règlements à titre de responsable d'un organisme public autre que ceux mentionnés aux alinéas a) à c). ("head")

« texte » Loi ou règlement. ("enactment")

"third party" means a person, group of persons or an organization other than the applicant or a public body. (« tiers »)

S.M. 1998, c. 6, s. 13; S.M. 1999, c. 18, s. 13; S.M. 1999, c. 34, s. 7

Purposes of this Act

2 The purposes of this Act are

(a) to allow any person a right of access to records in the custody or under the control of public bodies, subject to the limited and specific exceptions set out in this Act;

(b) to allow individuals a right of access to records containing personal information about themselves in the custody or under the control of public bodies, subject to the limited and specific exceptions set out in this Act;

(c) to allow individuals a right to request corrections to records containing personal information about themselves in the custody or under the control of public bodies;

(d) to control the manner in which public bodies may collect personal information from individuals and to protect individuals against unauthorized use or disclosure of personal information by public bodies; and

(e) to provide for an independent review of the decisions of public bodies under this Act.

Scope of this Act

3 This Act

(a) is in addition to and does not replace existing procedures for access to records or information normally available to the public, including any requirement to pay fees;

(b) does not prohibit the transfer, storage or destruction of any record in accordance with any other enactment of Manitoba or Canada or a by-law or resolution of a government agency or local public body;

« tiers » Personne, groupement ou organisation autre que l'auteur de la demande ou qu'un organisme public. ("third party")

« tribunal » La Cour du Banc de la Reine, aux fins de l'interjection de l'appel prévu à l'article 67 ou 68. ("court")

L.M. 1998, c. 6, art. 13; L.M. 1999, c. 18, art. 13; L.M. 1999, c. 34, art. 7

Objets de la Loi

2 La présente loi a pour objets :

a) de donner aux personnes un droit d'accès aux documents qui relèvent des organismes publics, sous réserve des exceptions limitées et précises qu'elle prévoit;

b) de donner aux particuliers un droit d'accès aux documents qui contiennent des renseignements personnels les concernant et qui relèvent des organismes publics, sous réserve des exceptions limitées et précises qu'elle prévoit;

c) de donner aux particuliers le droit de demander la correction des documents qui contiennent des renseignements personnels les concernant et qui relèvent des organismes publics;

d) de régir le mode selon lequel les organismes publics peuvent recueillir des renseignements personnels auprès de particuliers et de protéger les particuliers contre l'utilisation ou la communication non autorisée de ces renseignements par ces organismes;

e) de prévoir l'exercice de recours indépendants à l'égard des décisions prises par les organismes publics sous son régime.

Champ d'application

3 La présente loi :

a) vise à compléter les modalités d'accès aux renseignements ou aux documents qui sont normalement à la disposition du public, y compris l'obligation de payer des droits;

b) n'interdit pas la transmission, le stockage ou la destruction de documents en conformité avec tout autre texte provincial ou fédéral ou un règlement, un règlement administratif ou une résolution d'un organisme gouvernemental ou d'un organisme public local;

(c) does not limit the information otherwise available by law to a party to legal proceedings; and

(d) does not affect the power of a court or tribunal to compel a witness to testify or to compel the production of documents.

Records to which this Act applies

4 This Act applies to all records in the custody or under the control of a public body but does not apply to

(a) information in a court record, a record of a judge, master, magistrate or justice of the peace, a judicial administration record or a record relating to support services provided to a judge or judicial officer of a court;

(b) a note made by or for, or a communication or draft decision of, a person who is acting in a judicial or quasi-judicial capacity;

(c) a record of a Member of the Legislative Assembly who is not a minister;

(d) a personal or constituency record of a minister;

(e) a record made by or for an officer of the Legislative Assembly;

(f) a record made by or for an elected official of a local public body relating to constituency matters;

(g) teaching materials or research information of an employee of an educational institution;

(h) a question that is to be used on an examination or test;

c) ne restreint pas les renseignements qui, en vertu de la loi, sont normalement à la disposition des parties à une instance;

d) ne porte pas atteinte au pouvoir des tribunaux judiciaires ou administratifs de contraindre des témoins à déposer ou de contraindre à la production de pièces.

Documents visés

4 La présente loi s'applique à tous les documents qui relèvent d'un organisme public; toutefois, elle ne s'applique pas :

a) aux renseignements figurant dans les documents judiciaires, aux documents des juges, des conseillers-maîtres, des magistrats ou des juges de paix, aux documents concernant l'administration judiciaire ni aux documents ayant trait aux services de soutien fournis aux juges ou aux auxiliaires de la justice des tribunaux;

b) aux notes rédigées par ou pour des personnes exerçant des fonctions judiciaires ou quasi judiciaires ni aux communications ou aux projets de décision de ces personnes;

c) aux documents des députés à l'Assemblée législative qui ne sont pas ministres;

d) aux documents personnels ou de circonscription électorale des ministres;

e) aux documents établis par ou pour les fonctionnaires de l'Assemblée législative;

f) aux documents préparés par ou pour les représentants élus des organismes publics locaux relativement aux affaires de division, de région ou de quartier;

g) au matériel pédagogique des employés des établissements d'enseignement ni aux renseignements que ces employés ont obtenus dans le cadre de recherches;

h) aux questions devant être utilisées dans le cadre d'examens ou d'épreuves;

(i) a record relating to a prosecution or an inquest under *The Fatality Inquiries Act* if all proceedings concerning the prosecution or inquest have not been completed;

(j) records acquired by the Provincial Archives of Manitoba or the archives of a public body from a person or entity other than a public body; and

(k) a record originating from a credit union that is in the custody or under the control of the Credit Union Deposit Guarantee Corporation under *The Credit Unions and Caisses Populaires Act*.

Relationship to other Acts

5(1) The head of a public body shall refuse to give access to or disclose information under this Act if the disclosure is prohibited or restricted by another enactment of Manitoba.

Conflict with another Act

5(2) If a provision of this Act is inconsistent or in conflict with a provision of another enactment, the provision of this Act prevails unless the other enactment expressly provides that the other enactment applies despite this Act.

Sunset provision

5(3) Three years after section 7 comes into force, subsection (1) of this section is repealed and subsection (2) of this section comes into force.

i) aux documents relatifs à des poursuites ou à des enquêtes visées par la *Loi sur les enquêtes médico-légales*, si les procédures concernant les poursuites ou les enquêtes ne sont pas toutes terminées;

j) aux documents acquis par les Archives provinciales du Manitoba ou les archives d'organismes publics auprès de personnes ou d'entités autres que des organismes publics;

k) aux documents qui émanent de caisses populaires et qui relèvent de la Société d'assurance-dépôts des caisses populaires visée par la *Loi sur les caisses populaires et les credit unions*.

Communication interdite par une autre loi

5(1) Le responsable d'un organisme public refuse de donner accès à des renseignements que vise la présente loi ou de les communiquer si leur communication est interdite ou restreinte par un autre texte provincial.

Incompatibilité

5(2) Les dispositions de la présente loi l'emportent sur les dispositions incompatibles de tout autre texte à moins que l'autre texte ne prévoie expressément le contraire.

Disposition de temporarisation

5(3) Le paragraphe (1) est abrogé et le paragraphe (2) entre en vigueur trois ans après l'entrée en vigueur de l'article 7.

PART 2

ACCESS TO INFORMATION

DIVISION 1

APPLICATION OF THIS PART

Part does not apply to individual's personal health information
6 An individual seeking access to a record containing his or her own personal health information must request access under *The Personal Health Information Act*, and this Part does not apply.

DIVISION 2

OBTAINING ACCESS TO RECORDS

Right of access
7(1) Subject to this Act, an applicant has a right of access to any record in the custody or under the control of a public body, including a record containing personal information about the applicant.

Severing information
7(2) The right of access to a record does not extend to information that is excepted from disclosure under Division 3 or 4 of this Part, but if that information can reasonably be severed from the record, an applicant has a right of access to the remainder of the record.

Fee
7(3) The right of access to a record is subject to the payment of any fee required by the regulations.

How to make a request
8(1) To obtain access to a record, a person must make a request to the public body that the person believes has custody or control of the record.

PARTIE 2

ACCÈS À L'INFORMATION

SECTION 1

APPLICATION DE LA PRÉSENTE PARTIE

Application de la présente partie
6 Le particulier qui cherche à obtenir l'accès à des documents contenant ses propres renseignements médicaux personnels présente une demande de communication sous le régime de la *Loi sur les renseignements médicaux personnels*, et la présente partie ne s'applique pas.

SECTION 2

ACCÈS AUX DOCUMENTS

Droit d'accès
7(1) Sous réserve des autres dispositions de la présente loi, l'auteur de la demande a un droit d'accès aux documents relevant d'un organisme public, y compris les documents contenant des renseignements personnels le concernant.

Prélèvements
7(2) Le droit d'accès aux documents ne s'étend pas aux renseignements faisant l'objet d'une exception prévue à la section 3 ou 4 de la présente partie; toutefois, si ces renseignements peuvent être prélevés d'un document sans poser de problèmes sérieux, l'auteur de la demande a un droit d'accès au reste du document.

Droits
7(3) Le droit d'accès aux documents est assujetti au paiement de tout droit réglementaire.

Demande de communication
8(1) La personne qui désire se faire communiquer un document présente une demande à l'organisme public de qui relève le document selon elle.

Prescribed form
8(2) A request must be in the prescribed form and must provide enough detail to enable an experienced officer or employee of the public body to identify the record.

Oral request
8(3) An applicant may make an oral request for access to a record if the applicant

(a) has a limited ability to read or write English or French; or

(b) has a disability or condition that impairs his or her ability to make a written request.

Duty to assist applicant
9 The head of a public body shall make every reasonable effort to assist an applicant and to respond without delay, openly, accurately and completely.

Access to records in electronic form
10(1) If information requested is in an electronic form in the custody or under the control of a public body, the head of the public body shall produce a record for the applicant if

(a) it can be produced using the normal computer hardware and software and technical expertise of the public body; and

(b) producing it would not interfere unreasonably with the operations of the public body.

Creating a record in the form requested
10(2) If a record exists but is not in the form requested by the applicant, the head of the public body may create a record in the form requested if the head is of the opinion that it would be simpler or less costly for the public body to do so.

Formule réglementaire
8(2) La demande revêt la forme réglementaire et est rédigée en des termes suffisamment précis pour permettre à un fonctionnaire ou à un employé expérimenté de l'organisme public de trouver le document.

Demande orale
8(3) La demande de communication peut être présentée oralement si l'auteur de la demande :

a) a une capacité limitée de lire ou d'écrire en français ou en anglais;

b) a une incapacité ou une affection qui diminue sa capacité de présenter une demande écrite.

Obligation de prêter assistance
9 Le responsable d'un organisme public fait tous les efforts possibles pour prêter assistance à l'auteur de la demande et pour lui répondre sans délai de façon ouverte, précise et complète.

Accès aux documents sous forme électronique
10(1) Si les renseignements demandés se trouvent dans un document électronique relevant d'un organisme public, le responsable de l'organisme public produit le document pour l'auteur de la demande dans le cas où :

a) la production de ce document peut se faire à l'aide du matériel, du logiciel et des compétences techniques habituels de cet organisme;

b) le fait de le produire n'entraverait pas de façon sérieuse le fonctionnement de l'organisme public.

Création d'un document sous la forme demandée
10(2) Si un document existe mais ne se trouve pas sous la forme demandée, le responsable de l'organisme public peut créer le document sous la forme demandée s'il est d'avis que cette solution s'avère plus simple et moins coûteuse pour l'organisme public.

Time limit for responding
11(1) The head of a public body shall make every reasonable effort to respond to a request in writing within 30 days after receiving it unless

(a) the time limit for responding is extended under section 15; or

(b) the request has been transferred under section 16 to another public body.

Failure to respond
11(2) The failure of the head of a public body to respond to a request within the 30 day period or any extended period is to be treated as a decision to refuse access to the record.

Contents of response
12(1) In a response under section 11, the head of the public body shall inform the applicant

(a) whether access to the record or part of the record is granted or refused;

(b) if access to the record or part of the record is granted, where, when and how access will be given; and

(c) if access to the record or part of the record is refused,

(i) in the case of a record that does not exist or cannot be located, that the record does not exist or cannot be located,

(ii) in the case of a record that exists and can be located, the reasons for the refusal and the specific provision of this Act on which the refusal is based,

(iii) of the title and business telephone number of an officer or employee of the public body who can answer the applicant's questions about the refusal, and

(iv) that the applicant may make a complaint to the Ombudsman about the refusal.

Délai
11(1) Le responsable de l'organisme public s'efforce de répondre par écrit à la demande dans les 30 jours suivant sa réception, sauf si :

a) le délai est prorogé en vertu de l'article 15;

b) la demande a été transmise à un autre organisme public en vertu de l'article 16.

Présomption de refus
11(2) Le défaut de répondre à la demande dans le délai initial ou prorogé vaut décision de refus de communication du document.

Contenu de la réponse
12(1) La réponse visée par l'article 11 mentionne :

a) si la communication totale ou partielle du document est accordée ou refusée;

b) si la communication totale ou partielle du document est accordée, les modalités de la communication;

c) si la communication totale ou partielle du document est refusée :

(i) le fait que le document n'existe pas ou ne peut être retrouvé, le cas échéant,

(ii) dans le cas où le document existe et peut être retrouvé, les motifs du refus et la disposition précise de la présente loi sur laquelle il se fonde,

(iii) le titre et le numéro de téléphone au travail d'un cadre ou d'un employé de l'organisme public qui peut renseigner l'auteur de la demande au sujet du refus,

(iv) le droit de l'auteur de la demande de déposer une plainte auprès de l'ombudsman.

Refusal to confirm or deny existence of record

12(2) Despite clause (1)(c), the head of a public body may, in a response, refuse to confirm or deny the existence of

(a) a record containing information described in section 24 or 25; or

(b) a record containing personal information about a third party if disclosing the existence of the record would be an unreasonable invasion of the third party's privacy.

Repetitive or incomprehensible request

13(1) A head of a public body may refuse to give access to a record or a part of a record if the request is repetitive or incomprehensible or is for information already provided to the applicant or that is publicly available.

Notice

13(2) In the circumstances mentioned in subsection (1), the head shall state in the response given under section 11

(a) that the request is refused and the reason why;

(b) the reasons for the head's decision; and

(c) that the applicant may make a complaint to the Ombudsman about the refusal.

How access will be given

14(1) Subject to subsection 7(2), the right of access is met under this Part,

(a) if the applicant has asked for a copy and the record can reasonably be reproduced, by giving the applicant a copy of the record; or

(b) if the applicant has asked to examine a record or has asked for a copy of a record that cannot reasonably be reproduced, by permitting the applicant to examine the record or a part of it or by giving him or her access in accordance with the regulations.

Exception

12(2) Malgré l'alinéa (1)c), le responsable de l'organisme public peut, dans sa réponse, refuser de confirmer ou de nier l'existence :

a) d'un document contenant les renseignements mentionnés à l'article 24 ou 25;

b) d'un document contenant des renseignements personnels concernant un tiers dans le cas où la divulgation de l'existence du document constituerait une atteinte injustifiée à la vie privée du tiers.

Demande répétitive ou incompréhensible

13(1) Le responsable de l'organisme public peut refuser de donner communication totale ou partielle d'un document si la demande est répétitive ou incompréhensible ou a trait à des renseignements qui ont déjà été fournis à l'auteur de la demande ou qui sont à la disposition du public.

Avis

13(2) Dans les circonstances mentionnées au paragraphe (1), le responsable mentionne dans la réponse visée par l'article 11 :

a) que la demande est refusée et le motif sur lequel se fonde le refus;

b) les motifs sur lesquels il fonde sa décision;

c) le droit de l'auteur de la demande de déposer une plainte auprès de l'ombudsman au sujet du refus.

Modalités d'accès

14(1) Sous réserve du paragraphe 7(2), il est réputé être donné suite à la demande de communication sous le régime de la présente partie :

a) dans le cas où l'auteur de la demande a demandé une copie et que le document puisse être reproduit aisément, lorsqu'on lui en remet une copie;

b) dans le cas où l'auteur de la demande a demandé à examiner un document ou une copie d'un document qui ne peut être reproduit aisément, lorsqu'on lui permet d'examiner en tout ou en partie le document ou qu'on lui en donne communication en conformité avec les règlements.

Explanation

14(2) The head of a public body who gives access to a record may give the applicant any additional information that the head believes may be necessary to explain it.

Extending the time limit for responding

15(1) The head of a public body may extend the time for responding to a request for up to an additional 30 days, or for a longer period if the Ombudsman agrees, if

(a) the applicant does not give enough detail to enable the public body to identify a requested record;

(b) a large number of records is requested or must be searched, and responding within the time period set out in section 11 would interfere unreasonably with the operations of the public body;

(c) time is needed to consult with a third party or another public body before deciding whether or not to grant access to a record; or

(d) a third party makes a complaint under subsection 59(2).

Notice of extension to applicant

15(2) If the time is extended under subsection (1), the head of the public body shall send a written notice to the applicant setting out

(a) the reason for the extension;

(b) when a response can be expected; and

(c) that the applicant may make a complaint to the Ombudsman about the extension.

Éclaircissements

14(2) Le responsable de l'organisme public qui donne communication d'un document peut fournir à l'auteur de la demande les renseignements supplémentaires qui, selon lui, peuvent être nécessaires à sa compréhension.

Prorogation du délai

15(1) Le responsable de l'organisme public peut proroger le délai prévu pour répondre à une demande d'une période supplémentaire maximale de 30 jours ou de la période plus longue dont convient l'ombudsman dans les cas où :

a) la demande n'est pas rédigée en des termes suffisamment précis pour permettre à l'organisme public de trouver le document en question;

b) l'observation du délai prévu à l'article 11 entraverait de façon sérieuse le fonctionnement de l'organisme public en raison soit du grand nombre de documents demandés, soit de l'ampleur des recherches à effectuer pour donner suite à la demande;

c) un délai est nécessaire afin de lui permettre de consulter un tiers ou un autre organisme public avant de décider s'il sera donné ou non communication du document;

d) un tiers dépose une plainte en vertu du paragraphe 59(2).

Avis de prorogation de délai à l'auteur de la demande

15(2) En cas de prorogation du délai, le responsable de l'organisme public envoie à l'auteur de la demande un avis écrit lui indiquant :

a) les motifs de la prorogation;

b) la date à laquelle il peut s'attendre à recevoir une réponse;

c) la possibilité qu'il a de déposer une plainte auprès de l'ombudsman au sujet de la prorogation.

Transferring a request
16(1) Within seven days after a public body receives a request for access to a record, the head of the public body may transfer it to another public body if

(a) the record was produced by or for the other public body;

(b) the other public body was the first to obtain the record; or

(c) the record is in the custody or under the control of the other public body.

Response within 30 days after transfer
16(2) If a request is transferred under subsection (1),

(a) the head of the public body who transferred the request shall notify the applicant of the transfer in writing as soon as possible; and

(b) the head of the public body to which the request is transferred shall make every reasonable effort to respond to the request within 30 days after receiving it unless that time limit is extended under section 15 or notice is given to a third party under section 33.

DIVISION 3

MANDATORY EXCEPTIONS TO DISCLOSURE

PRIVACY OF A THIRD PARTY

Disclosure harmful to a third party's privacy
17(1) The head of a public body shall refuse to disclose personal information to an applicant if the disclosure would be an unreasonable invasion of a third party's privacy.

Transmission de la demande
16(1) Dans les sept jours suivant la date à laquelle un organisme public est saisi d'une demande de communication d'un document, le responsable de l'organisme peut transmettre la demande à un autre organisme public si, selon le cas :

a) le document a été produit par ou pour l'autre organisme public;

b) l'autre organisme public a été le premier a obtenir le document;

c) le document relève de l'autre organisme public.

Réponse dans les 30 jours
16(2) Si une demande est transmise en vertu du paragraphe (1) :

a) le responsable de l'organisme public qui a effectué la transmission en avise par écrit l'auteur de la demande dès que possible;

b) le responsable de l'organisme public à qui la demande est transmise s'efforce de donner suite à la demande dans les 30 jours suivant sa réception à moins que ce délai ne soit prorogé en vertu de l'article 15 ou que l'avis prévu à l'article 33 ne soit remis à un tiers.

SECTION 3

EXCEPTIONS OBLIGATOIRES À LA COMMUNICATION

VIE PRIVÉE DE TIERS

Atteinte à la vie privée d'un tiers
17(1) Le responsable d'un organisme public refuse de communiquer à l'auteur d'une demande des renseignements personnels dont la communication constituerait une atteinte injustifiée à la vie privée d'un tiers.

Disclosures deemed to be an unreasonable invasion of privacy

17(2) A disclosure of personal information about a third party is deemed to be an unreasonable invasion of the third party's privacy if

(a) the personal information is personal health information;

(b) the personal information was compiled and is identifiable as part of an investigation into a possible violation of a law, except to the extent that disclosure is necessary to prosecute the violation or to continue the investigation;

(c) disclosure could reasonably be expected to reveal the identity of a third party who has provided information in confidence to a public body for the purposes of law enforcement or the administration of an enactment;

(d) the personal information relates to eligibility for or receipt of income assistance, legal aid benefits, social service benefits or similar benefits, or to the determination of benefit levels;

(e) the personal information relates to the third party's employment, occupational or educational history;

(f) the personal information was collected on a tax return or for the purpose of determining tax liability or collecting a tax;

(g) the personal information describes the third party's source of income or financial circumstances, activities or history;

(h) the personal information consists of personal recommendations or evaluations, character references or personnel evaluations; or

(i) the personal information indicates the third party's racial or ethnic origin, religious or political beliefs or associations, or sexual orientation.

Présomption

17(2) Est réputée constituer une atteinte injustifiée à la vie privée d'un tiers la communication de renseignements personnels qui le concernent dans les cas suivants :

a) les renseignements personnels sont de nature médicale;

b) les renseignements personnels ont été recueillis et peuvent être assimilés à une partie du dossier d'une enquête liée à une éventuelle contravention à la loi, sauf dans la mesure où leur communication est nécessaire pour que soient engagées des poursuites judiciaires ou que soit continuée l'enquête;

c) la communication risquerait vraisemblablement de révéler l'identité d'un tiers qui a fourni les renseignements à titre confidentiel à un organisme pour l'exécution de la loi ou l'application d'un texte;

d) les renseignements personnels ont trait à l'admissibilité à l'aide au revenu, à l'aide juridique, à l'aide sociale ou à d'autres types semblables d'aide, à sa réception ou à l'établissement de son montant;

e) les renseignements personnels ont trait aux antécédents professionnels ou scolaires;

f) les renseignements personnels ont été recueillis dans une déclaration d'impôt ou afin que soit déterminé l'assujettissement à l'impôt ou que soit perçu un impôt;

g) les renseignements personnels précisent la source de revenu du tiers ou sa situation, ses activités ou ses antécédents financiers;

h) les renseignements personnels comportent des recommandations ou des évaluations personnelles, des renseignements ayant trait à la moralité ou à des évaluations de personnel;

i) les renseignements personnels indiquent la race, l'origine ethnique, les croyances ou allégeances religieuses ou politiques ou l'orientation sexuelle du tiers.

Determining unreasonable invasion of privacy

17(3) In determining under subsection (1) whether a disclosure of personal information not described in subsection (2) would unreasonably invade a third party's privacy, the head of a public body shall consider all the relevant circumstances including, but not limited to, whether

(a) the disclosure is desirable for the purpose of subjecting the activities of the Government of Manitoba or a public body to public scrutiny;

(b) the disclosure is likely to promote public health or safety or protection of the environment;

(c) the disclosure will assist in a fair determination of the applicant's rights;

(d) the disclosure may unfairly expose the third party to harm;

(e) the personal information has been provided, explicitly or implicitly, in confidence;

(f) the personal information is highly sensitive;

(g) the personal information is likely to be inaccurate or unreliable;

(h) the disclosure may unfairly damage the reputation of any person referred to in the record requested by the applicant; and

(i) the disclosure would be inconsistent with the purpose for which the personal information was obtained.

When disclosure not unreasonable

17(4) Despite subsection (2), disclosure of personal information is not an unreasonable invasion of a third party's privacy if

(a) the third party has consented to or requested the disclosure;

Atteinte injustifiée à la vie privée

17(3) Afin de déterminer si une communication de renseignements personnels que ne vise pas le paragraphe (2) constitue une atteinte injustifiée à la vie privée d'un tiers, le responsable d'un organisme public tient compte des circonstances pertinentes et examine notamment si :

a) la communication est souhaitable parce qu'elle permet au public de surveiller de près les activités du gouvernement du Manitoba ou d'un organisme public;

b) la communication peut vraisemblablement promouvoir la santé ou la sécurité publique ou la protection de l'environnement;

c) la communication facilitera la juste détermination des droits de l'auteur de la demande;

d) la communication peut injustement exposer le tiers à un préjudice;

e) les renseignements personnels ont été fournis, explicitement ou implicitement, à titre confidentiel;

f) les renseignements personnels sont d'une nature très délicate;

g) les renseignements personnels risquent d'être inexacts ou peu fiables;

h) la communication est susceptible de porter injustement atteinte à la réputation d'une personne dont il est fait mention dans le document demandé par l'auteur de la demande;

i) la communication serait incompatible avec les fins auxquelles ont été obtenus les renseignements personnels.

Absence d'atteinte injustifiée

17(4) Malgré le paragraphe (2), la communication de renseignements personnels ne constitue pas une atteinte injustifiée à la vie privée d'un tiers dans les cas suivants :

a) lorsque le tiers a consenti à cette communication ou l'a demandée;

(b) there are compelling circumstances affecting the mental or physical health or the safety of the applicant or another person and notice of the disclosure is mailed to the last known address of the third party;

(c) an enactment of Manitoba or Canada expressly authorizes or requires the disclosure;

(d) the disclosure is for research purposes and is in accordance with section 47;

(e) the information is about the third party's job classification, salary range, benefits, employment responsibilities or travel expenses

    (i) as an officer or employee of a public body,

    (ii) as a minister, or

    (iii) as an elected or appointed member of the governing council or body of a local public body or as a member of the staff of such a council or body;

(f) the disclosure reveals financial or other details of a contract to supply goods or services to or on behalf of a public body;

(g) the disclosure reveals information about a discretionary benefit of a financial nature granted to the third party by a public body, including the granting of a licence or permit;

(h) the information is about an individual who has been dead for more than 10 years; or

(i) the record requested by the applicant is publicly available.

b) lorsqu'il existe une situation d'urgence ayant une incidence sur la santé ou la sécurité mentale ou physique de l'auteur de la demande ou d'une autre personne, si un avis de la communication est envoyé par courrier à la dernière adresse connue du tiers;

c) lorsqu'un texte provincial ou fédéral autorise ou exige expressément la communication;

d) lorsque la communication est effectuée à des fins de recherche et en conformité avec l'article 47;

e) lorsque les renseignements portent sur la classification, l'éventail des salaires, les avantages, les attributions ou les indemnités de déplacement du tiers :

    (i) en qualité de cadre ou d'employé d'un organisme public,

    (ii) en qualité de ministre,

    (iii) en qualité de membre élu ou nommé du conseil ou de l'organe de direction d'un organisme public local ou en qualité de membre du personnel d'un tel conseil ou organe;

f) lorsque la communication révèle les modalités financières ou autres d'un contrat visant la fourniture de biens ou de services à un organisme public ou pour celui-ci;

g) lorsque la communication révèle des renseignements au sujet d'un avantage financier facultatif qu'un organisme public a accordé au tiers, y compris l'octroi d'une licence ou d'un permis;

h) lorsque les renseignements concernent un particulier décédé depuis plus de 10 ans;

i) lorsque le document demandé par l'auteur de la demande est à la disposition du public.

Disclosure with third party's consent

17(5) If the third party consents to or requests disclosure under clause (4)(a), the head of the public body may

(a) require the consent or request to be in writing; and

(b) comply with the requirement to disclose by disclosing the information directly to the third party rather than to the applicant.

Volume disclosure from a public registry

17(6) The head of a public body shall not disclose to an applicant under this Part personal information in a public registry on a volume or bulk basis.

BUSINESS INTERESTS OF THIRD PARTIES

Disclosure harmful to a third party's business interests

18(1) The head of a public body shall refuse to disclose to an applicant information that would reveal

(a) a trade secret of a third party;

(b) commercial, financial, labour relations, scientific or technical information supplied to the public body by a third party, explicitly or implicitly, on a confidential basis and treated consistently as confidential information by the third party; or

(c) commercial, financial, labour relations, scientific or technical information the disclosure of which could reasonably be expected to

(i) harm the competitive position of a third party,

(ii) interfere with contractual or other negotiations of a third party,

Communication avec le consentement du tiers

17(5) Si le tiers consent à la communication ou la demande en vertu de l'alinéa (4)a), le responsable de l'organisme public peut :

a) exiger que le consentement ou la demande soit écrit;

b) observer l'obligation de communication en communiquant les renseignements directement au tiers plutôt qu'à l'auteur de la demande.

Communication en nombre

17(6) Le responsable d'un organisme public ne peut, sous le régime de la présente partie, communiquer en nombre à l'auteur d'une demande des renseignements personnels se trouvant dans un registre public.

INTÉRÊTS COMMERCIAUX DE TIERS

Intérêts commerciaux de tiers

18(1) Le responsable d'un organisme public refuse de communiquer à l'auteur d'une demande des renseignements qui révéleraient :

a) des secrets industriels de tiers;

b) des renseignements d'ordre commercial, financier, professionnel, scientifique ou technique, lesquels renseignements ont été fournis à l'organisme public par un tiers, explicitement ou implicitement, à titre confidentiel et sont traités à ce titre de façon constante par le tiers;

c) des renseignements d'ordre commercial, financier, professionnel, scientifique ou technique, dont la divulgation risquerait vraisemblablement :

(i) de nuire à la compétitivité d'un tiers,

(ii) d'entraver des négociations menées par un tiers en vue de contrats ou à d'autres fins,

(iii) result in significant financial loss or gain to a third party,

(iv) result in similar information no longer being supplied to the public body when it is in the public interest that similar information continue to be supplied, or

(v) reveal information supplied to, or the report of, an arbitrator, mediator, labour relations officer or other person or body appointed to resolve or inquire into a labour relations dispute.

Tax return information
18(2) The head of a public body shall refuse to disclose to an applicant information about a third party that was collected on a tax return or for the purpose of determining tax liability or collecting a tax.

Exceptions
18(3) Subsections (1) and (2) do not apply if

(a) the third party consents to the disclosure;

(b) the information is publicly available;

(c) an enactment of Manitoba or Canada expressly authorizes or requires the disclosure; or

(d) the information discloses the final results of a product or environmental test conducted by or for the public body, unless the test was done for a fee paid by the third party.

(iii) d'entraîner des pertes ou profits financiers injustifiés pour un tiers,

(iv) d'interrompre la communication de renseignements semblables à l'organisme public, alors qu'il serait dans l'intérêt public que cette communication se poursuive,

(v) de révéler des renseignements fournis à une personne nommée pour régler un conflit de travail ou mener une enquête relativement à un tel conflit, notamment un arbitre, un médiateur ou un agent des relations du travail, ou de révéler le contenu du rapport de cette personne.

Renseignements relevés dans une déclaration d'impôt
18(2) Le responsable d'un organisme public refuse de communiquer à l'auteur d'une demande des renseignements concernant un tiers qui ont été relevés dans une déclaration d'impôt ou recueillis en vue de l'établissement de l'assujettissement à l'impôt ou de la perception d'un impôt.

Exceptions
18(3) Les paragraphes (1) et (2) ne s'appliquent pas dans les cas suivants :

a) le tiers consent à la communication;

b) les renseignements sont mis à la disposition du public;

c) un texte provincial ou fédéral permet ou exige expressément la communication des renseignements;

d) les renseignements donnent le résultat définitif d'un essai de produits ou d'environnement effectué par ou pour l'organisme public, sauf si le tiers a payé une somme pour l'essai.

Disclosure in the public interest
18(4) Subject to section 33 and the other exceptions in this Act, a head of a public body may disclose a record that contains information described in subsection (1) or (2) if, in the opinion of the head, the private interest of the third party in non-disclosure is clearly outweighed by the public interest in disclosure for the purposes of

(a) public health or safety or protection of the environment;

(b) improved competition; or

(c) government regulation of undesirable trade practices.

CABINET CONFIDENCES

Cabinet confidences
19(1) The head of a public body shall refuse to disclose to an applicant information that would reveal the substance of deliberations of Cabinet, including

(a) an agenda, minute or other record of the deliberations or decisions of Cabinet;

(b) discussion papers, policy analyses, proposals, advice or similar briefing material submitted or prepared for submission to Cabinet;

(c) a proposal or recommendation prepared for, or reviewed and approved by, a minister for submission to Cabinet;

(d) a record that reflects communications among ministers relating directly to the making of a government decision or the formulation of government policy; and

Communication dans l'intérêt public
18(4) Sous réserve de l'article 33 et des autres exceptions prévues par la présente loi, le responsable d'un organisme public peut communiquer un document contenant les renseignements que vise le paragraphe (1) ou (2) si, à son avis, des raisons d'intérêt public justifient nettement les conséquences éventuelles de la communication pour le tiers, lesquelles raisons d'intérêt public concernent :

a) la santé ou la sécurité publique ou la protection de l'environnement;

b) l'accroissement de la concurrence;

c) la réglementation du gouvernement relative aux pratiques commerciales non souhaitables.

DOCUMENTS CONFIDENTIELS DU CABINET

Documents confidentiels du Cabinet
19(1) Le responsable d'un organisme public refuse de communiquer à l'auteur d'une demande des renseignements qui révéleraient le contenu des délibérations du Cabinet, y compris :

a) les ordres du jour du Cabinet, ses procès-verbaux ou les autres documents concernant ses délibérations ou ses décisions;

b) les documents de travail, les analyses politiques, les propositions, les avis ou les documents d'information semblables soumis au Cabinet ou préparés à cette fin;

c) les propositions ou les recommandations préparées pour les ministres ou que ceux-ci ont examinées et approuvées afin qu'elles soient soumises au Cabinet;

d) les documents faisant état de communications entre les ministres ayant directement trait à la prise des décisions du gouvernement ou à la formulation de sa politique;

(e) a record prepared to brief a minister about a matter that is before, or is proposed to be brought before, Cabinet or that is the subject of communications among ministers relating directly to government decisions or the formulation of government policy.

Exceptions
19(2) Subsection (1) does not apply if

(a) the Cabinet for which, or in respect of which, the record has been prepared consents to the disclosure; or

(b) the record is more than 30 years old.

INFORMATION PROVIDED BY ANOTHER GOVERNMENT

Information provided by another government to department or government agency
20(1) The head of a department or government agency shall refuse to disclose information to an applicant if disclosure could reasonably be expected to reveal information provided, explicitly or implicitly, in confidence by any of the following or their agencies:

(a) the Government of Canada;

(b) the government of another province or territory of Canada;

(c) a local public body;

(d) the government of a foreign country, or of a state, province or territory of a foreign country;

(e) an organization representing one or more governments; or

(f) an international organization of states.

e) les documents préparés en vue d'informer les ministres sur des questions portées ou qu'il est prévu de porter devant le Cabinet, ou sur des questions qui font l'objet des communications visées par l'alinéa d).

Exceptions
19(2) Le paragraphe (1) ne s'applique pas dans les cas suivants :

a) le Cabinet concerné donne son consentement à la communication du document;

b) le document date de plus de 30 ans.

RENSEIGNEMENTS FOURNIS PAR UN AUTRE GOUVERNEMENT

Renseignements fournis par un autre gouvernement
20(1) Le responsable d'un ministère ou d'un organisme gouvernemental refuse de communiquer à l'auteur d'une demande des renseignements dont la communication risquerait vraisemblablement de révéler des renseignements fournis, explicitement ou implicitement, à titre confidentiel par les autorités mentionnées ci-après ou leurs organismes :

a) le gouvernement du Canada;

b) le gouvernement d'une autre province ou d'un territoire du Canada;

c) les organismes publics locaux;

d) les gouvernements des pays étrangers ou des États, des provinces ou des territoires des pays étrangers;

e) les organisations représentant un ou des gouvernements;

f) les organisations internationales d'États.

Information provided by another government to a local public body

20(2) The head of a local public body shall refuse to disclose information to an applicant if disclosure could reasonably be expected to reveal information provided, explicitly or implicitly, in confidence by

(a) a government, local public body, organization or agency described in subsection (1); or

(b) the Government of Manitoba or a government agency.

Exceptions

20(3) Subsections (1) and (2) do not apply if the government, local public body, organization or agency that provided the information

(a) consents to the disclosure; or

(b) makes the information public.

DIVISION 4

DISCRETIONARY EXCEPTIONS TO DISCLOSURE

RELATIONS BETWEEN MANITOBA AND OTHER GOVERNMENTS

Disclosure harmful to relations between Manitoba and other governments

21(1) The head of a public body may refuse to disclose information to an applicant if disclosure could reasonably be expected to harm relations between the Government of Manitoba or a government agency and any of the following or their agencies:

(a) the Government of Canada;

(b) the government of another province or territory of Canada;

Renseignements fournis à des organismes publics locaux

20(2) Le responsable d'un organisme public local refuse de communiquer à l'auteur d'une demande des renseignements dont la communication risquerait vraisemblablement de révéler des renseignements fournis, explicitement ou implicitement, à titre confidentiel par :

a) les gouvernements, les organismes publics locaux ou les organisations que vise le paragraphe (1) ou leurs organismes;

b) le gouvernement du Manitoba ou un organisme gouvernemental.

Exceptions

20(3) Les paragraphes (1) et (2) ne s'appliquent pas si le gouvernement, l'organisme public local, l'organisation ou l'organisme qui a fourni les renseignements :

a) ou bien consent à leur communication;

b) ou bien les rend publics.

SECTION 4

EXCEPTIONS FACULTATIVES À LA COMMUNICATION

RELATIONS ENTRE LE MANITOBA ET D'AUTRES GOUVERNEMENTS

Communication nuisible aux relations intergouvernementales

21(1) Le responsable d'un organisme public peut refuser de communiquer à l'auteur d'une demande des renseignements dont la communication risquerait vraisemblablement de nuire aux relations du gouvernement du Manitoba ou des organismes gouvernementaux avec les autorités suivantes ou leurs organismes :

a) le gouvernement du Canada;

b) le gouvernement d'une autre province ou d'un territoire du Canada;

(c) a local public body;

(d) the government of a foreign country, or of a state, province or territory of a foreign country;

(e) an organization representing one or more governments; or

(f) an international organization of states.

Consent required for disclosure by local public body
21(2) When the request for access has been received by a local public body, the head of the local public body may disclose information referred to in subsection (1) only with the consent of the head of the department of the Government of Manitoba or government agency affected.

LOCAL PUBLIC BODY CONFIDENCES

Local public body confidences
22(1) The head of a local public body may refuse to disclose information to an applicant if disclosure could reasonably be expected to reveal

(a) a draft of a resolution, by-law or other legal instrument by which the local public body acts; or

(b) the substance of deliberations of a meeting of its elected officials or of its governing body or a committee of its elected officials or governing body, if an enactment or a resolution, by-law or other legal instrument by which the local public body acts authorizes the holding of that meeting in the absence of the public.

c) les organismes publics locaux;

d) les gouvernements des pays étrangers ou des États, des provinces ou des territoires des pays étrangers;

e) les organisations représentant un ou des gouvernements;

f) les organisations internationales d'États.

Consentement obligatoire
21(2) Le responsable de l'organisme public qui reçoit une demande de communication ne peut communiquer les renseignements que vise le paragraphe (1) qu'avec le consentement du responsable du ministère du gouvernement du Manitoba ou de l'organisme gouvernemental concerné.

DOCUMENTS CONFIDENTIELS DES ORGANISMES PUBLICS LOCAUX

Documents confidentiels des organismes publics locaux
22(1) Le responsable d'un organisme public peut refuser de communiquer à l'auteur d'une demande des renseignements dont la communication risquerait vraisemblablement de révéler :

a) l'existence d'un projet d'instrument juridique, y compris un projet de résolution, de règlement ou de règlement administratif, au moyen duquel l'organisme public local agit;

b) la substance des délibérations qui ont eu lieu au cours d'une réunion des représentants élus de l'organisme public local ou d'une réunion de son organe dirigeant ou d'un des comités de ses représentants élus ou de son organe dirigeant, si un texte ou un instrument juridique, y compris une résolution, un règlement ou un règlement administratif au moyen duquel l'organisme public local agit autorise la tenue de la réunion à huis clos.

Exceptions
22(2) Subsection (1) does not apply if

(a) the draft of the resolution, by-law or other legal instrument or the subject matter of the deliberations has been considered in a meeting open to the public; or

(b) the information referred to in subsection (1) is in a record that is more than 30 years old.

ADVICE TO A PUBLIC BODY

Advice to a public body
23(1) The head of a public body may refuse to disclose information to an applicant if disclosure could reasonably be expected to reveal

(a) advice, opinions, proposals, recommendations, analyses or policy options developed by or for the public body or a minister;

(b) consultations or deliberations involving officers or employees of the public body or a minister;

(c) positions, plans, procedures, criteria or instructions developed for the purpose of contractual or other negotiations by or on behalf of the Government of Manitoba or the public body, or considerations that relate to those negotiations;

(d) plans relating to the management of personnel or the administration of the public body that have not yet been implemented;

(e) the content of draft legislation, regulations, and orders of ministers or the Lieutenant Governor in Council; or

Exceptions
22(2) Le paragraphe (1) ne s'applique pas si :

a) le projet d'instrument juridique ou la question qui a fait l'objet des délibérations a été étudié au cours d'une réunion ouverte au public;

b) les renseignements que vise le paragraphe (1) se trouvent dans un document datant de plus de 30 ans.

AVIS DESTINÉS AUX ORGANISMES PUBLICS

Avis destinés aux organismes publics
23(1) Le responsable d'un organisme public peut refuser de communiquer à l'auteur d'une demande des renseignements dont la communication risquerait vraisemblablement de révéler :

a) des avis, des opinions, des propositions, des recommandations, des analyses ou des options politiques élaborés par ou pour l'organisme public ou un ministre;

b) des consultations ou des délibérations mettant en cause des cadres ou des employés de l'organisme public ou un ministre;

c) des positions, des projets, des lignes de conduite, des critères ou des instructions élaborés en vue de négociations contractuelles ou autres menées par ou pour le gouvernement du Manitoba ou l'organisme public, ou des considérations liées à ces négociations;

d) des projets relatifs à la gestion du personnel ou à l'administration de l'organisme public et qui n'ont pas encore été mis en oeuvre;

e) le contenu d'avant-projets de loi ainsi que de projets de règlement, de décret et d'arrêté émanant de ministres ou du lieutenant-gouverneur en conseil;

(f) information, including the proposed plans, policies or projects of a public body, the disclosure of which could reasonably be expected to result in disclosure of a pending policy or budgetary decision.

Exceptions
23(2) Subsection (1) does not apply if the information

(a) is in a record that is more than 30 years old;

(b) is an instruction or guideline issued to officers or employees of the public body;

(c) is a substantive rule or statement of policy that has been adopted by the public body for the purpose of interpreting an enactment or administering a program or activity of the public body;

(d) is the result of a product or environmental test conducted by or for the public body;

(e) is a statement of the reasons for a decision made in the exercise of a quasi-judicial function or a discretionary power that affects the applicant;

(f) is the result of background research of a scientific or technical nature undertaken in connection with the formulation of a policy proposal;

(g) is a statistical survey; or

(h) is a final report or final audit on the performance or efficiency of the public body or of any of its programs or policies, except where the information is a report or appraisal of the performance of an individual who is or was an officer or employee of the public body.

Interpretation of "background research"
23(3) For the purpose of clause (2)(f), background research of a technical nature does not include economic or financial research undertaken in connection with the formulation of a tax policy or other economic policy of the public body.

f) des renseignements – y compris les projets, les politiques ou les entreprises proposés d'un organisme public – dont la communication risquerait vraisemblablement d'entraîner la divulgation d'une décision de principe ou budgétaire à l'état de projet.

Exceptions
23(2) Le paragraphe (1) ne s'applique pas aux renseignements :

a) qui se trouvent dans un document datant de plus de 30 ans;

b) qui constituent des directives destinées aux cadres ou aux employés de l'organisme public;

c) qui constituent la règle de fond ou la position que l'organisme public a adoptée aux fins de l'interprétation d'un texte ou de la gestion d'un de ses programmes ou d'une de ses activités;

d) qui constituent le résultat d'un essai de produits ou d'environnement effectué par ou pour l'organisme public;

e) qui constituent l'exposé des motifs d'une décision rendue dans l'exercice d'une fonction quasi judiciaire ou prise dans l'exercice d'un pouvoir discrétionnaire touchant l'auteur de la demande;

f) qui constituent le résultat d'une recherche de base à caractère scientifique ou technique entreprise dans le cadre de la formulation d'un énoncé de politique;

g) qui constituent un sondage statistique;

h) qui constituent une vérification ou un rapport final quant au rendement ou à l'efficacité de l'organisme public ou quant à l'efficacité de ses programmes ou de ses politiques, à l'exclusion d'un rapport ou d'une évaluation portant sur le rendement d'un particulier qui est ou était un cadre ou un employé de l'organisme.

Sens de « recherche de base »
23(3) Pour l'application de l'alinéa (2)f), les recherches de base à caractère technique excluent les recherches à caractère économique ou financier entreprises dans le cadre de la formulation des politiques budgétaires de l'organisme public ou de ses autres politiques économiques.

INDIVIDUAL OR PUBLIC SAFETY

Disclosure harmful to individual or public safety
24 The head of a public body may refuse to disclose to an applicant information, including personal information about the applicant, if disclosure could reasonably be expected to

(a) threaten or harm the mental or physical health or the safety of another person;

(b) result, in the opinion of a duly qualified physician, psychologist, or other appropriate expert, in serious harm to the applicant's mental or physical health or safety; or

(c) threaten public safety.

LAW ENFORCEMENT AND LEGAL PROCEEDINGS

Disclosure harmful to law enforcement or legal proceedings
25(1) The head of a public body may refuse to disclose information to an applicant if disclosure could reasonably be expected to

(a) harm a law enforcement matter;

(b) prejudice the defence of Canada or of a foreign state allied to or associated with Canada or harm the detection, prevention or suppression of espionage, sabotage or terrorism;

(c) harm the effectiveness of investigative techniques and procedures currently used, or likely to be used, in law enforcement;

SÉCURITÉ DU PARTICULIER OU DU PUBLIC

Communication nuisible à la sécurité du particulier ou du public
24 Le responsable d'un organisme public peut refuser de communiquer à l'auteur d'une demande des renseignements, y compris des renseignements personnels concernant celui-ci, dont communication risquerait vraisemblablement :

a) de menacer la santé physique ou mentale ou la sécurité d'autrui ou d'y nuire;

b) de causer, de l'avis d'un spécialiste, y compris un médecin qualifié ou un psychologue, un préjudice grave à la sécurité ou à l'état physique ou mental de l'auteur de la demande;

c) de menacer la sécurité du public.

EXÉCUTION DE LA LOI ET INSTANCES JUDICIAIRES

Communication nuisible à l'exécution de la loi
25(1) Le responsable d'un organisme public peut refuser de communiquer à l'auteur d'une demande des renseignements dont la communication pourrait vraisemblablement :

a) faire obstacle à une question qui concerne l'exécution de la loi;

b) porter préjudice à la défense du Canada ou d'États étrangers alliés ou associés avec le Canada ou à la détection, à la prévention ou à la répression de l'espionnage, du sabotage ou du terrorisme;

c) réduire l'efficacité de techniques et de méthodes d'enquête utilisées ou susceptibles d'être utilisées dans l'exécution de la loi;

(d) interfere with the gathering of, or reveal criminal intelligence that has a reasonable connection with, the detection, prevention or suppression of organized criminal activities or of serious and repetitive criminal activities;

(e) endanger the life or safety of a law enforcement officer or any other person;

(f) deprive a person of the right to a fair trial or impartial adjudication;

(g) disclose a record that has been confiscated from a person by a peace officer in accordance with an enactment of Manitoba or Canada;

(h) facilitate the escape from custody of an individual who is lawfully detained;

(i) facilitate the commission of an unlawful act or interfere with the control of crime;

(j) disclose technical information relating to weapons or potential weapons;

(k) interfere with the proper custody or supervision of an individual who is lawfully detained;

(l) reveal information in a correctional record supplied, explicitly or implicitly, in confidence;

(m) expose to civil liability the author of a law enforcement record or a person who has been quoted or paraphrased in the record; or

(n) be injurious to the conduct of existing or anticipated legal proceedings.

No disclosure if offence

25(2) The head of a public body shall refuse to disclose information to an applicant if the information is in a law enforcement record and the disclosure is prohibited under an enactment of Canada.

d) nuire à la collecte ou révéler l'existence de renseignements judiciaires secrets ayant des liens suffisants avec la détection, la prévention ou la répression des activités criminelles organisées ou des activités criminelles graves et répétitives;

e) menacer la vie ou la sécurité d'un agent d'exécution de la loi ou d'une autre personne;

f) priver une personne de son droit à un procès équitable ou à un jugement impartial;

g) révéler un document confisqué à une personne par un agent de la paix en conformité avec un texte provincial ou fédéral;

h) faciliter l'évasion d'un particulier légalement détenu;

i) faciliter la perpétration d'un acte illégal ou entraver la répression du crime;

j) révéler des renseignements techniques concernant des armes actuelles ou futures;

k) nuire à la garde ou à la surveillance efficace d'un particulier légalement détenu;

l) révéler des renseignements qui figurent dans un document des services correctionnels et qui sont fournis, explicitement ou implicitement, à titre confidentiel;

m) exposer l'auteur d'un document lié à l'exécution de la loi ou le particulier qui y est cité ou dont les propos y sont paraphrasés;

n) nuire à la conduite d'instances judiciaires en cours ou prévues.

Infraction à un texte fédéral

25(2) Le responsable d'un organisme public refuse de communiquer à l'auteur d'une demande des renseignements qui figurent dans un document lié à l'exécution de la loi et dont la communication est interdite par un texte fédéral.

Exceptions
25(3) Subsection (1) does not apply to

(a) a report, including statistical analysis, on the degree of success achieved by a law enforcement program, unless disclosure of the report could reasonably be expected to cause any harm or interference referred to in subsection (1); or

(b) a record that provides a general outline of the structure or programs of a law enforcement agency.

SECURITY OF PROPERTY

Disclosure harmful to security of property
26 The head of a public body may refuse to disclose information to an applicant if disclosure could reasonably be expected to harm or threaten the security of any property or system, including a building, a vehicle, an electronic information system or a communications system.

SOLICITOR-CLIENT PRIVILEGE

Solicitor-client privilege
27(1) The head of a public body may refuse to disclose to an applicant

(a) information that is subject to solicitor-client privilege;

(b) information prepared by or for an agent or lawyer of the Minister of Justice and Attorney-General or the public body in relation to a matter involving the provision of legal advice or legal services or in relation to the investigation or prosecution of an offence; or

Exceptions
25(3) Le paragraphe (1) ne s'applique pas :

a) aux rapports, y compris les analyses statistiques, qui ont trait au niveau de succès atteint dans le cadre d'un programme d'exécution de la loi, sauf si la communication des rapports risquerait vraisemblablement de nuire à la poursuite des objectifs visés à ce paragraphe;

b) aux documents qui donnent un aperçu général de la structure ou des programmes des organismes chargés de l'exécution de la loi.

SÉCURITÉ DES BIENS

Communication nuisible à la sécurité des biens
26 Le responsable d'un organisme public peut refuser de communiquer à l'auteur d'une demande des renseignements dont la communication pourrait vraisemblablement soit nuire à la sécurité de biens, de réseaux ou de systèmes, y compris des bâtiments, des véhicules ou des réseaux ou systèmes d'information électroniques ou de communications, soit compromettre cette sécurité.

SECRET PROFESSIONNEL DE L'AVOCAT

Secret professionnel de l'avocat
27(1) Le responsable d'un organisme public peut refuser de communiquer à l'auteur d'une demande :

a) des renseignements protégés par le privilège des communications entre client et avocat;

b) des renseignements préparés par ou pour un mandataire ou un avocat du ministre de la Justice et procureur général ou l'organisme public relativement à une question nécessitant la fourniture de conseils ou de services juridiques ou relativement à l'enquête ou à la poursuite concernant une infraction;

(c) information in correspondence between an agent or lawyer of the Minister of Justice and Attorney-General or the public body and any other person in relation to a matter involving the provision of legal advice or legal services or in relation to the investigation or prosecution of an offence.

Third party's solicitor-client privilege

27(2) The head of a public body shall refuse to disclose to an applicant information that is subject to a solicitor-client privilege of a person other than the public body.

ECONOMIC AND OTHER INTERESTS OF A PUBLIC BODY

Disclosure harmful to economic and other interests of a public body

28(1) The head of a public body may refuse to disclose information to an applicant if disclosure could reasonably be expected to harm the economic or financial interests or negotiating position of a public body or the Government of Manitoba, including the following information:

(a) a trade secret of a public body or the Government of Manitoba;

(b) financial, commercial, scientific, technical or other information in which a public body or the Government of Manitoba has a proprietary interest or right of use;

(c) information the disclosure of which could reasonably be expected to

(i) result in financial loss to,

(ii) prejudice the competitive position of, or

(iii) interfere with or prejudice contractual or other negotiations of,

a public body or the Government of Manitoba;

c) des renseignements figurant dans de la correspondance entre un mandataire ou un avocat du ministre de la Justice et procureur général ou l'organisme public et une autre personne relativement à une question nécessitant la fourniture de conseils ou de services juridiques ou relativement à l'enquête ou à la poursuite concernant une infraction.

Secret professionnel de l'avocat concernant un tiers

27(2) Le responsable d'un organisme public refuse de communiquer à l'auteur d'une demande des renseignements qui sont protégés par le privilège des communications entre client et avocat, si le privilège concerne une autre personne que l'organisme public.

INTÉRÊTS ÉCONOMIQUES ET AUTRES D'ORGANISMES PUBLICS

Intérêts économiques et autres d'organismes publics

28(1) Le responsable d'un organisme public peut refuser de communiquer à l'auteur d'une demande des renseignements dont la communication risquerait vraisemblablement de porter préjudice à l'intérêt économique ou financier d'un organisme public ou du gouvernement du Manitoba ou à sa position de négociateur, y compris les renseignements suivants :

a) les secrets industriels d'un organisme public ou du gouvernement du Manitoba;

b) les renseignements financiers, commerciaux, scientifiques, techniques ou autres relativement auxquels un organisme public ou le gouvernement du Manitoba a un droit de propriété ou d'usage;

c) les renseignements dont la communication risquerait vraisemblablement de causer des pertes financières à un organisme public ou au gouvernement du Manitoba, de nuire à sa compétitivité ou d'entraver des négociations qu'il mène en vue de contrats ou à d'autres fins;

(d) innovative scientific or technical information obtained through research by an employee of a public body or the Government of Manitoba; or

(e) information the disclosure of which could reasonably be expected to result in an undue loss or benefit to a person, or premature disclosure of a pending policy decision, including but not limited to,

(i) a contemplated change in taxes or other source of revenue,

(ii) a contemplated change in government borrowing,

(iii) a contemplated change in the conditions of operation of a financial institution, stock exchange, or commodities exchange, or of any self-regulating association recognized by The Manitoba Securities Commission under an enactment of Manitoba, or

(iv) a contemplated sale or purchase of securities, bonds or foreign or Canadian currency.

Exception

28(2) Subsection (1) does not apply to the results of a product or environmental test conducted by or for a public body, unless the test was done for the purpose of developing methods of testing or for the purpose of testing products for possible purchase.

S.M. 1998, c. 45, s. 10.

TESTING PROCEDURES, TESTS AND AUDITS

Testing procedures, tests and audits

29 The head of a public body may refuse to disclose to an applicant information relating to

(a) testing or auditing procedures or techniques; or

(b) details of specific tests to be given or audits to be conducted;

if disclosure could reasonably be expected to prejudice the use or results of particular tests or audits.

d) les renseignements techniques ou scientifiques innovateurs obtenus grâce à des recherches par un employé d'un organisme public ou du gouvernement du Manitoba;

e) les renseignements dont la communication risquerait vraisemblablement d'entraîner des pertes ou des avantages injustifiés pour une personne, ou la communication prématurée d'une décision de principe à l'état de projet, y compris :

(i) les projets de changement touchant les taxes, les impôts ou les autres sources de revenu,

(ii) les projets de changement touchant les emprunts du gouvernement,

(iii) les projets de changements touchant le mode de fonctionnement des institutions financières, des bourses ou des bourses de marchandises ou encore des associations autoréglementées que reconnaît la Commission des valeurs mobilières du Manitoba en vertu d'un texte du Manitoba,

(iv) les projets de vente ou d'achat de valeurs mobilières, d'obligations ou de devises canadiennes ou étrangères.

Exception

28(2) Le paragraphe (1) ne s'applique pas aux résultats d'un essai de produits ou d'environnement effectué par ou pour un organisme public, sauf si l'essai a été fait dans le but de mettre au point des méthodes d'essais ou de mettre à l'essai des produits en vue d'un achat éventuel.

L.M. 1998, c. 45, art. 10.

EXAMENS ET VÉRIFICATIONS

Examens et vérifications

29 Le responsable d'un organisme public peut refuser de communiquer à l'auteur d'une demande des renseignements relatifs à certaines opérations – essais, épreuves, examens, vérifications – ou aux méthodes et techniques employées pour les effectuer, et dont la communication risquerait vraisemblablement de nuire à l'exploitation de ces opérations ou de fausser leurs résultats.

CONFIDENTIAL EVALUATIONS

Confidential evaluations about the applicant
30 The head of a public body may refuse to disclose to an applicant personal information that has been provided in confidence, explicitly or implicitly, for purposes of determining the applicant's suitability, eligibility or qualifications for employment, or for the purpose of awarding a contract.

PRESERVATION OF HERITAGE RESOURCES AND LIFE FORMS

Disclosure harmful to preservation of heritage resources and life forms
31(1) The head of a public body may refuse to disclose information to an applicant if disclosure could reasonably be expected to result in damage to or interfere with the preservation, protection or conservation of

(a) a heritage resource as defined in *The Heritage Resources Act*; or

(b) any rare, endangered, threatened or vulnerable life form, including plants, vertebrates and invertebrates.

Information re designation of sites
31(2) The head of a public body may refuse to disclose to an applicant information relating to a contemplated designation of a heritage site, a municipal heritage site or a heritage object under *The Heritage Resources Act*.

ÉVALUATIONS CONFIDENTIELLES

Évaluations confidentielles
30 Le responsable d'un organisme public peut refuser de communiquer à l'auteur d'une demande des renseignements personnels qui ont été fournis explicitement ou implicitement à titre confidentiel afin que soient déterminées les aptitudes, l'admissibilité ou les compétences de l'auteur de la demande relativement à un emploi ou que soit attribué un contrat.

PROTECTION DES RICHESSES DU PATRIMOINE ET DES FORMES DE VIE

Communication nuisible à la protection du patrimoine
31(1) Le responsable d'un organisme public peut refuser de communiquer à l'auteur d'une demande des renseignements dont la communication risquerait vraisemblablement soit d'endommager des richesses du patrimoine au sens de la *Loi sur les richesses du patrimoine* ou des formes de vie rares, en voie de disparition, menacées ou vulnérables, y compris les plantes, les vertébrés et les invertébrés, soit de nuire à leur protection ou à leur conservation.

Renseignements concernant la désignation de sites
31(2) Le responsable d'un organisme public peut refuser de communiquer à l'auteur d'une demande des renseignements ayant trait à un projet de désignation touchant un site du patrimoine, un site municipal du patrimoine ou un objet du patrimoine visé par la *Loi sur les richesses du patrimoine*.

INFORMATION THAT IS OR WILL BE AVAILABLE TO THE PUBLIC

Information that is or will be available to the public
32(1) The head of a public body may refuse to disclose to an applicant information

(a) that is freely available to the public or is available for purchase by the public; or

(b) that will be made available to the public within 90 days after the applicant's request is received.

Notification when information becomes available
32(2) When the head of a public body has refused to disclose information under clause (1)(b), the head shall

(a) notify the applicant when the information becomes available; and

(b) if the information is not available to the public within 90 days after the applicant's request is received, reconsider the request as if it were a new request received on the last day of the 90 day period and not refuse access to the information under clause (1)(b).

DIVISION 5

THIRD PARTY INTERVENTION

Notice to third party
33(1) When the head of a public body is considering giving access to a record the disclosure of which might

(a) result in an unreasonable invasion of a third party's privacy under section 17; or

(b) affect a third party's interests described in subsection 18(1) or (2);

the head shall, where practicable and as soon as practicable, give written notice to the third party in accordance with subsection (3).

RENSEIGNEMENTS QUI SONT OU SERONT MIS À LA DISPOSITION DU PUBLIC

Renseignements qui sont ou seront mis à la disposition du public
32(1) Le responsable d'un organisme public peut refuser de communiquer à l'auteur d'une demande des renseignements :

a) qui sont mis à la disposition du public, moyennant paiement d'un droit ou non;

b) qui seront mis à la disposition du public dans les 90 jours suivant la réception de la demande.

Avis
32(2) S'il a refusé de communiquer des renseignements en vertu de l'alinéa (1)b), le responsable de l'organisme public :

a) avise l'auteur de la demande du moment où les renseignements seront mis à la disposition du public;

b) si les renseignements ne sont pas mis à la disposition du public dans les 90 jours suivant la réception de la demande, procède à un nouvel examen de celle-ci comme s'il s'agissait d'une nouvelle demande reçue le dernier jour de la période susmentionnée et ne peut refuser l'accès aux renseignements sous le régime de l'alinéa (1)b).

SECTION 5

INTERVENTION DE TIERS

Avis au tiers
33(1) Le responsable d'un organisme public qui envisage de donner communication d'un document pouvant entraîner une atteinte injustifiée à la vie privée d'un tiers sous le régime de l'article 17 ou porter atteinte aux intérêts d'un tiers sous le régime du paragraphe 18(1) ou (2) est tenu, si la chose est réalisable, d'en aviser par écrit le tiers dès que possible en conformité avec le paragraphe (3).

Waiver of notice requirement

33(2) A third party is deemed to have waived the requirement for notice in subsection (1) in a case where the third party has consented to or requested the disclosure.

Content of notice

33(3) A notice under subsection (1) must

(a) state that a request has been made for access to a record that may contain information the disclosure of which might invade the privacy or affect the interests of the third party;

(b) include a copy of the record or part of it containing the information in question or describe the contents of the record; and

(c) state that, within 20 days after the notice is given, the third party may, in writing, consent to the disclosure or make representations to the head of the public body explaining why the information should not be disclosed.

Further details of notice

33(4) When notice is given under subsection (1), the head of the public body shall also give the applicant a notice stating that

(a) the record requested by the applicant may contain information the disclosure of which might invade the privacy or affect the interests of a third party;

(b) the third party is being given an opportunity to make representations concerning disclosure; and

(c) a decision respecting disclosure will be made within 30 days after the day notice is given under subsection (1), unless the time limit for responding is extended under section 15.

Written representations

33(5) Representations by a third party under this section must be made in writing unless the head permits them to be made orally.

Renonciation à l'avis

33(2) Le tiers est réputé avoir renoncé à l'avis prévu au paragraphe (1) s'il a consenti à la communication du document ou l'a demandée.

Contenu de l'avis

33(3) L'avis prévu au paragraphe (1) :

a) mentionne qu'a été faite une demande de communication d'un document pouvant contenir des renseignements dont la communication pourrait constituer une atteinte injustifiée à la vie privée du tiers ou porter atteinte à ses intérêts;

b) comprend une copie du document ou de la partie de celui-ci qui contient les renseignements en question ou désigne le contenu du document;

c) mentionne que le tiers peut, par écrit, consentir à la communication des renseignements ou présenter au responsable de l'organisme public ses observations quant aux raisons qui justifieraient un refus de communication, dans les 20 jours suivant la transmission de l'avis.

Autres détails

33(4) Dans le cas où un avis est donné en application du paragraphe (1), le responsable de l'organisme public donne également à l'auteur de la demande un avis mentionnant :

a) que le document demandé par l'auteur de la demande peut contenir des renseignements dont la communication pourrait constituer une atteinte à la vie privée d'un tiers ou porter atteinte à ses intérêts;

b) que le tiers a la possibilité de présenter des observations concernant la communication;

c) qu'une décision sera prise au sujet de la communication dans les 30 jours suivant la transmission de l'avis prévu au paragraphe (1), à moins que le délai prévu pour la réponse ne soit prorogé en vertu de l'article 15.

Observations écrites

33(5) Les observations prévues au présent article se font par écrit à moins que le responsable ne permette qu'elles se fassent oralement.

Decision within 30 days

34(1) Within 30 days after notice is given under subsection 33(1), the head of the public body shall decide whether or not to give access to the record or to part of the record, but no decision may be made before the earlier of

(a) 21 days after the notice is given; and

(b) the day a response is received from the third party.

Notice of decision

34(2) On reaching a decision under subsection (1), the head of the public body shall give written notice of the decision, including reasons for the decision, to the applicant and the third party.

Extended time limit

34(3) Subsection 15(1) applies with necessary modifications to the period set out in subsection (1).

Complaint about decision to give access

34(4) If the head of the public body decides to give access to the record or part of the record, the notice under subsection (2) must state that the applicant will be given access unless the third party makes a complaint to the Ombudsman under Part 5 within 21 days after the notice is given.

Complaint about decision to refuse access

34(5) If the head of the public body decides not to give access to the record or part of the record, the notice under subsection (2) must state that the applicant may make a complaint to the Ombudsman under Part 5 within 21 days after the notice is given.

Décision dans les 30 jours

34(1) Dans les 30 jours suivant la transmission de l'avis prévu au paragraphe 33(1), le responsable de l'organisme public prend une décision quant à la communication totale ou partielle du document. Toutefois, il ne peut prendre sa décision que :

a) 21 jours après la transmission de l'avis;

b) le jour où il reçoit une réponse du tiers, si cette éventualité se réalise la première.

Avis de décision

34(2) Dès qu'il prend une décision, le responsable de l'organisme public en donne, par écrit, avis à l'auteur de la demande et au tiers, lequel avis comprend les motifs de la décision.

Prorogation du délai

34(3) Le paragraphe 15(1) s'applique, avec les adaptations nécessaires, au délai prévu au paragraphe (1).

Plainte concernant la communication

34(4) L'avis d'une décision de donner communication totale ou partielle du document mentionne que l'auteur de la demande se fera donner communication à moins que, dans les 21 jours suivant sa transmission, le tiers ne dépose une plainte auprès de l'ombudsman en vertu de la partie 5.

Plainte concernant un refus de communication

34(5) L'avis d'une décision de refuser de donner communication totale ou partielle du document mentionne que l'auteur de la demande peut, dans les 21 jours suivant sa transmission, déposer une plainte auprès de l'ombudsman en vertu de la partie 5.

PART 3

PROTECTION OF PRIVACY

DIVISION 1

APPLICATION OF THIS PART

Part does not apply to personal health information
35 This Part does not apply to personal health information to which *The Personal Health Information Act* applies.

DIVISION 2

COLLECTION, CORRECTION AND RETENTION OF PERSONAL INFORMATION

COLLECTION OF INFORMATION

Purpose of collection of information
36(1) No personal information may be collected by or for a public body unless

(a) collection of the information is authorized by or under an enactment of Manitoba or of Canada;

(b) the information relates directly to and is necessary for an existing program or activity of the public body; or

(c) the information is collected for law enforcement purposes or crime prevention.

Limit on amount of information collected
36(2) A public body shall collect only as much personal information about an individual as is reasonably necessary to accomplish the purpose for which it is collected.

PARTIE 3

PROTECTION DE LA VIE PRIVÉE

SECTION 1

APPLICATION DE LA PRÉSENTE PARTIE

Application de la présente partie
35 La présente partie ne s'applique pas aux renseignements médicaux personnels que vise la *Loi sur les renseignements médicaux personnels*.

SECTION 2

COLLECTE, CORRECTION ET CONSERVATION DES RENSEIGNEMENTS PERSONNELS

COLLECTE DES RENSEIGNEMENTS

Fins de la collecte de renseignements
36(1) La collecte de renseignements personnels par ou pour un organisme public ne peut avoir lieu que dans les cas suivants :

a) elle est expressément autorisée en vertu d'un texte provincial ou fédéral;

b) les renseignements ont directement trait et sont nécessaires aux activités ou aux programmes existants de l'organisme public;

c) les renseignements sont recueillis aux fins de l'exécution de la loi ou de la prévention du crime.

Nombre de renseignements recueillis
36(2) L'organisme public ne recueille que le nombre de renseignements personnels concernant un particulier nécessaire à la réalisation des fins auxquelles ils sont destinés.

Manner of collection

37(1) Personal information must be collected by or for a public body directly from the individual the information is about unless

(a) another method of collection is authorized by that individual, or by an enactment of Manitoba or Canada;

(b) collection of the information directly from the individual could reasonably be expected to cause harm to the individual or to another person;

(c) collection of the information is in the interest of the individual and time or circumstances do not permit collection directly from the individual;

(d) collection of the information directly from the individual could reasonably be expected to result in inaccurate information being collected;

(e) the information may be disclosed to the public body under Division 3 of this Part;

(f) the information is collected for inclusion in a public registry;

(g) the information is collected for law enforcement purposes or crime prevention;

(h) the information is collected for the purpose of existing or anticipated legal proceedings to which the Government of Manitoba or the public body is a party;

(i) the information is collected for use in providing legal advice or legal services to the Government of Manitoba or the public body;

(j) the information concerns

(i) the history, release or supervision of an individual in the custody of or under the control or supervision of a correctional authority, or

(ii) the security of a correctional institution;

Mode de collecte

37(1) La collecte de renseignements personnels par ou pour un organisme public se fait auprès du particulier concerné lui-même, sauf si :

a) un autre mode de collecte est autorisé par ce particulier ou un texte provincial ou fédéral;

b) la collecte des renseignements directement auprès du particulier pourrait vraisemblablement lui nuire ou nuire à autrui;

c) la collecte des renseignements sert l'intérêt du particulier, et le temps ou les circonstances ne permettent pas leur collecte directement auprès de lui;

d) des renseignements inexacts pourraient vraisemblablement être recueillis dans un tel cas;

e) les renseignements peuvent être communiqués à l'organisme public en vertu de la section 3 de la présente partie;

f) les renseignements sont recueillis afin d'être inclus dans un registre public;

g) les renseignements sont recueillis aux fins de l'exécution de la loi ou de la prévention du crime;

h) les renseignements sont recueillis aux fins de la conduite d'instances judiciaires en cours ou prévues, auxquelles est partie le gouvernement du Manitoba ou l'organisme public;

i) les renseignements sont recueillis aux fins de leur utilisation dans le cadre de la fourniture de conseils ou de services juridiques au gouvernement du Manitoba ou à l'organisme public;

j) les renseignements ont trait :

(i) aux antécédents, à la mise en liberté ou à la surveillance d'un particulier confié à la garde ou à la surveillance d'une administration correctionnelle,

(ii) à la sécurité d'un établissement correctionnel;

(k) the information is collected for the purpose of enforcing a maintenance order under *The Family Maintenance Act*;

(l) the information is collected for the purpose of informing The Public Trustee or the Vulnerable Persons Commissioner about clients or potential clients;

(m) the information is collected for the purpose of

(i) determining the eligibility of an individual to participate in a program of or receive a benefit or service from the Government of Manitoba or the public body and is collected in the course of processing an application made by or on behalf of the individual the information is about, or

(ii) verifying the eligibility of an individual who is participating in a program of or receiving a benefit or service from the Government of Manitoba or the public body;

(n) the information is collected for the purpose of

(i) determining the amount of or collecting a fine, debt, tax or payment owing to the Government of Manitoba or the public body, or an assignee of either of them, or

(ii) making a payment;

(o) the information is collected for the purpose of managing or administering personnel of the Government of Manitoba or the public body;

(p) the information is collected for the purpose of auditing, monitoring or evaluating the activities of the Government of Manitoba or the public body; or

(q) the information is collected for the purpose of determining suitability for an honour or award, including an honourary degree, scholarship, prize or bursary.

k) les renseignements sont recueillis aux fins de l'exécution d'une ordonnance alimentaire en vertu de la *Loi sur l'obligation alimentaire*;

l) les renseignements sont recueillis afin que soit informé le curateur public ou le commissaire aux personnes vulnérables au sujet de clients actuels ou éventuels;

m) les renseignements sont recueillis afin qu'il soit possible :

(i) soit de déterminer si un particulier peut participer à un programme ou recevoir un avantage ou un service du gouvernement du Manitoba ou de l'organisme public et sont recueillis dans le cadre du traitement d'une demande présentée par ou pour le particulier qu'ils concernent,

(ii) soit de vérifier l'admissibilité d'un particulier qui participe à un programme ou qui reçoit un avantage ou un service du gouvernement du Manitoba ou de l'organisme public;

n) les renseignements sont recueillis aux fins :

(i) soit de la détermination d'une somme due au gouvernement du Manitoba ou à l'organisme public, ou à un de ses cessionnaires, ou de la perception de cette somme,

(ii) soit du versement d'une somme;

o) les renseignements sont recueillis aux fins de la gestion du personnel du gouvernement du Manitoba ou de l'organisme public;

p) les renseignements sont recueillis aux fins de l'examen, de la surveillance ou de l'évaluation des activités du gouvernement du Manitoba ou de l'organisme public;

q) les renseignements sont recueillis aux fins de la détermination des candidats possibles à une distinction ou à un prix, y compris un diplôme, une bourse ou un prix honorifique.

Individual must be informed

37(2) A public body that collects personal information directly from the individual the information is about shall inform the individual of

(a) the purpose for which the information is collected;

(b) the legal authority for the collection; and

(c) the title, business address and telephone number of an officer or employee of the public body who can answer the individual's questions about the collection.

When notice not required

37(3) A public body need not comply with subsection (2) if it has recently provided the individual with the information referred to in that subsection about the collection of the same or similar personal information for the same or a related purpose.

ACCURACY OF INFORMATION

Accuracy of personal information

38 If personal information about an individual will be used by a public body to make a decision that directly affects the individual, the public body shall take reasonable steps to ensure that the information is accurate and complete.

CORRECTION OF INFORMATION

Right to request correction

39(1) An applicant who has been given access to a record containing his or her personal information under Part 2 and who believes there is an error or omission in the information may request the head of the public body that has the information in its custody or under its control to correct the information.

Avis à l'intéressé

37(2) L'organisme public qui recueille des renseignements personnels directement auprès du particulier qu'ils concernent informe celui-ci :

a) des fins auxquelles ils sont destinés;

b) de la disposition législative permettant leur collecte;

c) du titre, de l'adresse du bureau ainsi que du numéro de téléphone d'un cadre ou d'un employé de l'organisme public qui peut le renseigner au sujet de la collecte.

Avis non nécessaire

37(3) L'organisme public n'est pas tenu d'observer le paragraphe (2) s'il a récemment fourni au particulier les renseignements énoncés à ce paragraphe au sujet de la collecte de renseignements personnels identiques ou similaires à des fins identiques ou connexes.

EXACTITUDE DES RENSEIGNEMENTS

Exactitude des renseignements personnels

38 L'organisme public qui entend utiliser des renseignements personnels concernant un particulier afin de prendre une décision qui touche celui-ci directement prend les mesures voulues pour faire en sorte que les renseignements soient exacts et complets.

CORRECTION DES RENSEIGNEMENTS

Droit de faire corriger les renseignements

39(1) L'auteur d'une demande qui s'est vu donner communication d'un document contenant ses renseignements personnels sous le régime de la partie 2 et qui croit que les renseignements sont erronés ou incomplets peut demander leur correction au responsable de l'organisme public de qui ils relèvent.

Written request
39(2) A request must be in writing.

Head's response
39(3) Within 30 days after receiving a request under subsection (1), the head of the public body shall

(a) make the requested correction and notify the applicant of the correction; or

(b) notify the applicant of the head's refusal to correct the record and the reason for the refusal, that the request for correction has been added to the record, and that the individual has a right to make a complaint about the refusal under Part 5.

Extended time limit
39(4) Subsection 15(1) applies with necessary modifications to the period set out in subsection (3).

Notice to others
39(5) On correcting a record or adding a request for correction to a record under this section, the head of the public body shall, where practicable, notify any other public body or third party to whom the information has been disclosed during the year before the correction was requested that the correction has been made or a request for correction has been added.

Correction required
39(6) On being notified under subsection (5) of a correction or request for correction, a public body must make the correction or add the request for correction to any record of that information in its custody or under its control.

RETENTION OF INFORMATION

Retention of personal information
40(1) A public body that uses personal information about an individual to make a decision that directly affects the individual shall, in the absence of another legal requirement to do so, establish and comply with a written policy concerning the retention of the personal information.

Demande écrite
39(2) La demande est présentée par écrit.

Réponse du responsable
39(3) Dans les 30 jours suivant la réception de la demande que vise le paragraphe (1), le responsable de l'organisme public :

a) effectue la correction demandée et en avise l'auteur de la demande;

b) avise l'auteur de la demande de son refus de corriger le document, du motif du refus, de l'ajout de la demande de correction au document et du droit du particulier de déposer une plainte au sujet du refus en vertu de la partie 5.

Prorogation du délai
39(4) Le paragraphe 15(1) s'applique, avec les adaptations nécessaires, à la période prévue au paragraphe (3).

Avis donné à d'autres organismes publics ou tiers
39(5) Dès qu'une correction est apportée à un document ou qu'une demande de correction est ajoutée à un document sous le régime du présent article, le responsable de l'organisme public est tenu, si la chose est possible du point de vue pratique, d'en aviser tout autre organisme public ou tiers auquel les renseignements ont été communiqués au cours de l'année précédant la demande de correction.

Correction obligatoire
39(6) Dès réception de l'avis prévu au paragraphe (5), l'organisme public fait la correction sur les documents qui contiennent les renseignements et qui relèvent de lui, ou y ajoute la demande de correction.

CONSERVATION DES RENSEIGNEMENTS

Conservation des renseignements personnels
40(1) L'organisme public qui utilise des renseignements personnels concernant un particulier afin de prendre une décision qui touche celui-ci directement est tenu, en l'absence de toute autre obligation légale en ce sens, d'établir et d'observer des directives écrites concernant la conservation de ces renseignements.

Content of retention policy
40(2) A policy under subsection (1) must

(a) require that personal information be retained for a reasonable period of time so that the individual the information is about has a reasonable opportunity to obtain access to it; and

(b) comply with any additional requirements set out in the regulations.

Protection of personal information
41 The head of a public body shall, in accordance with any requirements set out in the regulations, protect personal information by making reasonable security arrangements against such risks as unauthorized access, use, disclosure or destruction.

DIVISION 3

RESTRICTIONS ON USE AND DISCLOSURE OF PERSONAL INFORMATION

GENERAL DUTIES OF PUBLIC BODIES

General duty of public bodies
42(1) A public body shall not use or disclose personal information except as authorized under this Division.

Limit on amount of information used or disclosed
42(2) Every use and disclosure by a public body of personal information must be limited to the minimum amount of information necessary to accomplish the purpose for which it is used or disclosed.

Limit on employees
42(3) A public body shall limit the use and disclosure of personal information in its custody or under its control to those of its employees or agents who need to know the information to carry out the purpose for which the information was collected or received or to carry out a purpose authorized under section 43.

Contenu des directives
40(2) Les directives :

a) prévoient la conservation des renseignements personnels pendant une période suffisante afin de permettre au particulier concerné d'exercer son droit d'accès à ces renseignements;

b) respectent les autres exigences que fixent les règlements.

Protection des renseignements personnels
41 Le responsable d'un organisme public protège les renseignements personnels, en conformité avec les exigences que prévoient les règlements, en prenant les mesures de sécurité voulues contre des risques tels que l'accès, l'utilisation, la communication ou la destruction non autorisé.

SECTION 3

RESTRICTIONS QUANT À L'UTILISATION ET À LA COMMUNICATION DES RENSEIGNEMENTS PERSONNELS

OBLIGATIONS GÉNÉRALES DES ORGANISMES PUBLICS

Obligations générales des organismes publics
42(1) L'organisme public ne peut utiliser ou communiquer des renseignements personnels que dans la mesure prévue dans la présente section.

Nombre de renseignements
42(2) L'utilisation ou la communication par un organisme public de renseignements personnels se limite au nombre minimal de renseignements nécessaires à la réalisation de la fin à laquelle ils sont destinés.

Limite visant les employés
42(3) L'organisme public limite l'utilisation et la communication des renseignements personnels qui relèvent de lui à ceux de ses employés et mandataires qui doivent les connaître pour réaliser la fin à laquelle ils ont été recueillis ou reçus ou une des fins autorisées en vertu de l'article 43.

RESTRICTIONS ON USE OF INFORMATION

Use of personal information

43 A public body may use personal information only

(a) for the purpose for which the information was collected or compiled under subsection 36(1) or for a use consistent with that purpose under section 45;

(b) if the individual the information is about has consented to the use; or

(c) for a purpose for which that information may be disclosed to the public body under section 44, 46, 47 or 48 or for a use approved under section 46.

RESTRICTIONS ON DISCLOSURE OF INFORMATION

Disclosure of personal information

44(1) A public body may disclose personal information only

(a) for the purpose for which the information was collected or compiled under subsection 36(1) or for a use consistent with that purpose under section 45;

(b) if the individual the information is about has consented to its disclosure;

(c) in accordance with Part 2;

(d) for the purpose of complying with an enactment of Manitoba or Canada, or with a treaty, arrangement or agreement entered into under an enactment of Manitoba or Canada;

(e) in accordance with an enactment of Manitoba or Canada that authorizes or requires the disclosure;

RESTRICTIONS QUANT À L'UTILISATION DES RENSEIGNEMENTS

Utilisation des renseignements personnels

43 Les renseignements personnels ne peuvent servir à l'organisme public :

a) qu'aux fins auxquelles ils ont été recueillis ou préparés sous le régime du paragraphe 36(1) de même que pour les utilisations qui sont compatibles avec ces fins et que prévoit l'article 45;

b) que si le particulier qu'ils concernent a consenti à leur utilisation;

c) qu'aux fins auxquelles ils peuvent être communiqués à l'organisme public en vertu de l'article 44, 46, 47 ou 48 de même que pour les utilisations approuvées en vertu de l'article 46.

RESTRICTIONS QUANT À LA COMMUNICATION DES RENSEIGNEMENTS

Communication des renseignements personnels

44(1) L'organisme public ne peut communiquer des renseignements personnels :

a) qu'aux fins auxquelles ils ont été recueillis ou préparés sous le régime du paragraphe 36(1) de même que pour les utilisations qui sont compatibles avec ces fins et que prévoit l'article 45;

b) que si le particulier qu'ils concernent a consenti à leur communication;

c) qu'en conformité avec la partie 2;

d) qu'aux fins de l'observation d'un texte provincial ou fédéral ou d'un traité, d'un arrangement ou d'un accord conclu sous le régime d'un tel texte;

e) qu'en conformité avec un texte provincial ou fédéral qui permet ou exige la communication;

(f) to a minister or an elected official of the public body, if the information is necessary to carry out his or her responsibilities;

(g) for the purpose of managing or administering personnel of the Government of Manitoba or the public body;

(h) to the Provincial Auditor or any other person or body for audit purposes;

(i) to the Government of Canada in order to facilitate the monitoring, evaluation or auditing of shared cost programs or services;

(j) for the purpose of determining or verifying an individual's suitability or eligibility for a program, service or benefit;

(k) for the purpose of enforcing a maintenance order under *The Family Maintenance Act*;

(l) where necessary to protect the mental or physical health or the safety of any individual or group of individuals;

(m) for the purpose of complying with a subpoena, warrant or order issued or made by a court, person or body with jurisdiction to compel the production of information or with a rule of court that relates to the production of information;

(n) for use in providing legal advice or legal services to the Government of Manitoba or the public body;

(o) for the purpose of enforcing a legal right that the Government of Manitoba or the public body has against any person;

(p) for the purpose of

f) qu'à un ministre ou à un représentant élu de l'organisme public qui en a besoin pour exercer ses attributions;

g) qu'aux fins de la gestion du personnel du gouvernement du Manitoba ou de l'organisme public;

h) qu'au vérificateur provincial ou qu'à une autre personne ou organisme pour vérification comptable;

i) qu'au gouvernement du Canada en vue de faciliter le contrôle, l'évaluation ou l'examen des programmes ou des services à frais partagés;

j) que pour permettre de déterminer ou de vérifier si un particulier peut participer à un programme ou recevoir un service ou un avantage ou y est admissible;

k) qu'aux fins de l'exécution d'une ordonnance alimentaire en vertu de la *Loi sur l'obligation alimentaire*;

l) que dans les cas où cela est nécessaire pour la protection de la santé physique ou mentale ou de la sécurité d'un particulier ou d'un groupe de particuliers;

m) qu'aux fins de l'observation d'un subpoena, d'un mandat, d'une ordonnance ou d'un ordre émanant d'un tribunal, d'une personne ou d'un organisme ayant le pouvoir de contraindre à la production de renseignements ou de l'observation de règles de procédure se rapportant à la production de renseignements;

n) qu'aux fins de leur utilisation dans la fourniture de conseils ou de services juridiques destinés au gouvernement du Manitoba ou à l'organisme public;

o) qu'aux fins de l'exercice d'un droit découlant de la loi que possède contre une personne le gouvernement du Manitoba ou l'organisme public;

p) qu'aux fins :

(i) determining the amount of or collecting a fine, debt, tax or payment owing by an individual to the Government of Manitoba or to the public body, or to an assignee of either of them, or

(ii) making a payment;

(q) for use in existing or anticipated legal proceedings to which the Government of Manitoba or the public body is a party;

(r) for law enforcement purposes or crime prevention;

(s) if the public body is a law enforcement agency and the information is disclosed to

(i) another law enforcement agency in Canada, or

(ii) a law enforcement agency in a foreign country under an arrangement, written agreement, treaty or legislative authority;

(t) for the purpose of supervising an individual in the custody of or under the control or supervision of a correctional authority;

(u) where disclosure is necessary for the security of a correctional institution;

(v) by transfer to the Provincial Archives of Manitoba or to the archives of the public body for records management or archival purposes;

(w) to an officer of the Legislature, if the information is necessary for the performance of the duties of that officer;

(x) to an expert for the purposes of clause 24(b);

(y) for the purpose of

(i) contacting a relative or friend of an individual who is injured, incapacitated or ill,

(i) soit de la détermination d'une somme due au gouvernement du Manitoba ou à l'organisme public, ou à un de ses cessionnaires, ou de la perception de cette somme,

(ii) soit du versement d'une somme;

q) qu'aux fins de leur utilisation dans la conduite d'instances judiciaires en cours ou prévues auxquelles est partie le gouvernement du Manitoba ou l'organisme public;

r) qu'aux fins de l'exécution de la loi ou de la prévention du crime;

s) que si l'organisme public est un organisme chargé de l'exécution de la loi et que si les renseignements sont communiqués :

(i) à un autre organisme chargé de l'exécution de la loi au Canada,

(ii) à un organisme chargé de l'exécution de la loi dans un pays étranger en vertu d'un arrangement, d'un accord écrit, d'un traité ou d'une disposition législative;

t) qu'aux fins de la surveillance d'un particulier confié à la garde ou à la surveillance d'une administration correctionnelle;

u) que si leur communication est nécessaire à la sécurité d'un établissement correctionnel;

v) que par transfert aux Archives provinciales du Manitoba ou aux archives de l'organisme public pour gestion de documents ou pour dépôt;

w) qu'à un fonctionnaire de l'Assemblée législative, si les renseignements sont nécessaires à l'exercice de ses activités;

x) qu'à un spécialiste pour l'application de l'alinéa 24b);

y) qu'afin que soit :

(i) contacté un parent ou un ami d'un particulier blessé, atteint d'une incapacité ou malade,

(ii) assisting in identifying a deceased individual, or

(iii) informing the representative or a relative of a deceased individual, or any other person it is reasonable to inform in the circumstances, of the individual's death;

(z) to a relative of a deceased individual if the head of the public body reasonably believes that disclosure is not an unreasonable invasion of the deceased's privacy;

(aa) subject to subsection (2), to a person providing information technology services to or for the public body;

(bb) when the information is available to the public; or

(cc) in accordance with sections 46, 47 or 48.

Agreement for information technology services

44(2) When a public body intends to disclose personal information to a provider of information technology services under clause (1)(aa), the public body shall enter into a written agreement with the provider for the protection of the personal information against such risks as unauthorized access, use, disclosure or destruction.

Consistent purposes

45 For the purpose of clauses 43(a) and 44(1)(a), a use or disclosure of personal information is consistent with the purpose for which the information was collected or compiled if the use or disclosure

(a) has a reasonable and direct connection to that purpose; and

(b) is necessary for performing the statutory duties of, or for operating an authorized program or carrying out an activity of, the public body that uses or discloses the information.

(ii) facilitée l'identification d'un défunt,

(iii) informé le représentant ou un parent d'un particulier, ou toute autre personne qu'il est opportun d'informer dans les circonstances, du décès du particulier;

z) qu'à un parent d'un particulier décédé si le responsable de l'organisme public croit pour des motifs raisonnables que la communication ne constitue pas une atteinte injustifiée à la vie privée du défunt;

aa) sous réserve du paragraphe (2), qu'à une personne qui fournit des services de technologie de l'information à l'organisme public ou pour lui;

bb) que si les renseignements sont à la disposition du public;

cc) qu'en conformité avec les articles 46, 47 et 48.

Accord de services de technologie de l'information

44(2) L'organisme public qui a l'intention de communiquer des renseignements personnels à un fournisseur de services de technologie de l'information en vertu de l'alinéa (1)aa) conclut un accord écrit avec le fournisseur en vue de la protection des renseignements contre des risques tels que l'accès, l'utilisation, la communication ou la destruction non autorisé.

Fins compatibles

45 Pour l'application des alinéas 43a) et 44(1)a), l'utilisation ou la communication des renseignements personnels est compatible avec la fin à laquelle ils ont été recueillis ou préparés si cet usage ou cette communication :

a) a un lien suffisant et direct avec cette fin;

b) est nécessaire soit à l'exercice des obligations légales de l'organisme public qui les utilise ou les communique, soit à l'administration d'un des programmes autorisés de cet organisme, soit à l'exercice d'une de ses activités.

Application
46(1) This section applies only to uses and disclosures not otherwise authorized under this Division.

Assessment required for other uses and disclosures
46(2) When a public body

(a) proposes to use or disclose personal information in order to link information databases or match personal information in one information database with information in another; or

(b) receives a request for disclosure on a volume or bulk basis of personal information in a public registry or another collection of personal information;

the personal information may be used or disclosed only if an approval is given by the head of the public body under this section.

Government must refer to review committee
46(3) If a proposal or request is made under subsection (2) by or to a department or a government agency, the head must refer it to the review committee for its advice.

Local public body may refer to review committee
46(4) If a proposal or request is made under subsection (2) by or to a local public body, the head may refer it to the review committee for its advice.

Review committee to provide advice
46(5) The review committee shall assess a proposal or request referred to it under this section and provide advice to the head of the public body about the matters referred to in subsection (6).

Conditions of approval
46(6) The head may approve the proposal or request only if

(a) any advice that was requested from the review committee has been received and considered;

(b) the head is satisfied that

Application
46(1) Le présent article ne s'applique qu'aux utilisations et qu'aux communications que la présente section n'autorise pas autrement.

Évaluation des autres utilisations ou communications
46(2) L'organisme public qui ou bien projette d'utiliser ou de communiquer des renseignements personnels en vue du couplage de banques de renseignements ou de l'appariement de renseignements personnels se trouvant dans deux banques de renseignements ou bien reçoit une demande de communication en nombre de renseignements personnels se trouvant dans un registre public ou dans un autre recueil de renseignements personnels ne peut les utiliser ou les communiquer qu'avec l'approbation de son responsable.

Renvoi au Comité d'évaluation
46(3) Si un ministère ou un organisme gouvernemental est l'auteur ou le destinataire du projet ou de la demande, le responsable renvoie la demande au Comité d'évaluation pour obtenir son avis.

Renvoi facultatif
46(4) Si un organisme public local est l'auteur ou le destinataire du projet ou de la demande, le responsable peut renvoyer la demande au Comité d'évaluation pour obtenir son avis.

Avis du Comité d'évaluation
46(5) Le Comité d'évaluation évalue le projet ou la demande dont il est saisi et fournit au responsable de l'organisme public son avis au sujet des questions que vise le paragraphe (6).

Conditions d'approbation
46(6) Le responsable ne peut approuver le projet ou la demande que si les conditions suivantes sont réunies :

a) l'avis demandé au Comité d'évaluation a été reçu et examiné;

b) le responsable est convaincu, à la fois :

(i) the purpose of the proposal or request cannot reasonably be accomplished unless the personal information is provided in a form that identifies individuals,

(ii) it is unreasonable or impractical to obtain consent from the individuals the personal information is about, and

(iii) the use or disclosure is not likely to harm the individuals the personal information is about and the benefits to be derived from the use or disclosure are clearly in the public interest;

(c) the head has approved conditions relating to

(i) the use of the personal information,

(ii) the protection of the personal information, including security and confidentiality,

(iii) the removal or destruction of individual identifiers at the earliest reasonable time, where appropriate, and

(iv) any subsequent use or disclosure of the personal information in a form that identifies individuals without the express written authorization of the public body; and

(d) the recipient of the personal information has entered into a written agreement to comply with the approved conditions.

Disclosure for research purposes
47(1) A public body may disclose personal information for a research purpose only in accordance with this section.

Referral to review committee
47(2) The head of a public body that receives a request for disclosure of personal information for a research purpose may refer the request to the review committee for its advice.

(i) que les fins visées par le projet ou la demande ne peuvent être normalement réalisées que si les renseignements personnels sont donnés sous une forme qui permette d'identifier des particuliers,

(ii) qu'il est déraisonnable ou peu pratique d'obtenir le consentement des particuliers que les renseignements personnels concernent,

(iii) que l'usage ou la communication ne risque pas de nuire aux particuliers que les renseignements personnels concernent et que les avantages qui en découlent servent nettement l'intérêt public;

c) le responsable a approuvé des conditions ayant trait aux questions suivantes :

(i) l'utilisation des renseignements personnels,

(ii) la protection des renseignements personnels, y compris la sécurité et la confidentialité,

(iii) le retrait ou la destruction des éléments permettant d'identifier des particuliers le plus tôt possible, si cela est indiqué,

(iv) l'utilisation ou la communication ultérieure des renseignements sous une forme permettant d'identifier des particuliers sans l'autorisation écrite expresse de cet organisme;

d) le destinataire des renseignements personnels a conclu un accord écrit en vertu duquel il s'engage à observer les conditions approuvées.

Communication pour des travaux de recherche
47(1) Un organisme public ne peut communiquer des renseignements personnels pour des travaux de recherche si ce n'est en conformité avec le présent article.

Renvoi au Comité d'évaluation
47(2) Le responsable d'un organisme public qui reçoit une demande de communication de renseignements personnels pour des travaux de recherche peut renvoyer la demande au Comité d'évaluation pour obtenir son avis.

Review committee to provide advice
47(3) The review committee shall assess the request and provide advice to the head of the public body about the matters referred to in subsection (4).

Conditions of disclosure
47(4) The head of the public body may disclose personal information for a research purpose only if

(a) any advice that was requested from the review committee has been received and considered;

(b) the head is satisfied that

(i) the personal information is requested for a *bona fide* research purpose,

(ii) the research purpose cannot reasonably be accomplished unless the personal information is provided in a form that identifies individuals,

(iii) it is unreasonable or impractical for the person proposing the research to obtain consent from the individuals the personal information is about, and

(iv) disclosure of the personal information, and any information linkage, is not likely to harm the individuals the information is about and the benefits to be derived from the research and any information linkage are clearly in the public interest;

(c) the head of the public body has approved conditions relating to

(i) the protection of the personal information, including use, security and confidentiality,

(ii) the removal or destruction of individual identifiers at the earliest reasonable time, and

Avis du Comité d'évaluation
47(3) Le Comité d'évaluation évalue la demande et fournit au responsable de l'organisme public son avis au sujet des questions que vise le paragraphe (4).

Conditions de communication
47(4) Le responsable de l'organisme public ne peut communiquer des renseignements personnels pour des travaux de recherche que si les conditions suivantes sont réunies :

a) l'avis demandé au Comité d'évaluation a été reçu et examiné;

b) le responsable est convaincu, à la fois :

(i) que les renseignements sont demandés pour des travaux de recherche véritables,

(ii) que les travaux de recherche ne peuvent être normalement réalisés que si les renseignements personnels sont donnés sous une forme qui permette d'identifier des particuliers,

(iii) qu'il est déraisonnable ou peu pratique pour la personne qui envisage d'effectuer les travaux de recherche d'obtenir le consentement des particuliers que les renseignements concernent,

(iv) que la communication des renseignements personnels et le couplage des renseignements ne risquent pas de nuire aux particuliers que les renseignements concernent et que les avantages qui découlent des travaux de recherche et du couplage servent nettement l'intérêt public;

c) le responsable de l'organisme public a approuvé des conditions ayant trait aux questions suivantes :

(i) la protection des renseignements personnels, y compris l'utilisation, la sécurité et la confidentialité,

(ii) le retrait ou la destruction des éléments permettant d'identifier des particuliers le plus tôt possible,

(iii) the prohibition of any subsequent use or disclosure of the personal information in a form that identifies individuals without the express written authorization of the public body; and

(d) the person to whom the personal information is disclosed has entered into a written agreement to comply with the approved conditions.

Disclosure of records more than 100 years old

48 The head of a public body or the archives of a public body may disclose personal information in a record that is more than 100 years old.

(iii) l'interdiction d'utiliser ou de communiquer ultérieurement les renseignements personnels sous une forme permettant d'identifier des particuliers sans l'autorisation écrite expresse de cet organisme;

d) la personne à qui les renseignements personnels sont communiqués a conclu un accord écrit en vertu duquel elle s'engage à observer les conditions approuvées.

Communication de documents datant de plus de 100 ans

48 Le responsable ou les archives d'un organisme public peuvent communiquer des renseignements personnels qui se trouvent dans un document datant de plus de 100 ans.

PART 4

POWERS AND DUTIES OF THE OMBUDSMAN

General powers and duties

49 In addition to the Ombudsman's powers and duties under Part 5 respecting complaints, the Ombudsman may

(a) conduct investigations and audits and make recommendations to monitor and ensure compliance

(i) with this Act and the regulations, and

(ii) with requirements respecting the security and destruction of records set out in any other enactment or in a by-law or other legal instrument by which a local public body acts;

(b) inform the public about this Act;

(c) receive comments from the public about the administration of this Act;

(d) comment on the implications for access to information or for protection of privacy of proposed legislative schemes or programs of public bodies;

(e) comment on the implications for protection of privacy of

(i) using or disclosing personal information for record linkage, or

(ii) using information technology in the collection, storage, use or transfer of personal information;

(f) bring to the attention of the head of a public body any failure to fulfil the duty to assist applicants;

(g) recommend to a public body, after giving the head an opportunity to make representations, that the public body

PARTIE 4

ATTRIBUTIONS DE L'OMBUDSMAN

Attributions générales

49 En plus des attributions qui lui sont conférées sous le régime de la partie 5 au sujet des plaintes, l'ombudsman peut :

a) procéder à des enquêtes et à des vérifications et faire des recommandations pour contrôler et garantir l'observation :

(i) de la présente loi et des règlements,

(ii) des exigences concernant la sécurité et la destruction des documents prévues dans tout autre texte ou dans un instrument juridique, notamment un règlement ou un règlement administratif, au moyen duquel un organisme public local agit;

b) renseigner le public au sujet de la présente loi;

c) recevoir les commentaires du public au sujet de l'application de la présente loi;

d) commenter les répercussions qu'ont sur l'accès aux renseignements ou sur la protection de la vie privée les projets législatifs ou programmes prévus des organismes publics;

e) commenter les répercussions qu'a sur la protection de la vie privée :

(i) soit l'utilisation ou la communication de renseignements personnels en vue du couplage de documents,

(ii) soit le recours à la technologie de l'information dans la collecte, le stockage, l'utilisation ou la transmission des renseignements personnels;

f) porter à la connaissance du responsable d'un organisme public tout manquement à l'obligation de prêter assistance aux auteurs de demandes;

g) recommander à un organisme public, après avoir donné à son responsable la possibilité de présenter des observations :

(i) cease or modify a specified practice of collecting, using or disclosing information that contravenes this Act, or

(ii) destroy a collection of personal information that was not collected in accordance with this Act;

(h) make recommendations to the head of a public body or the responsible minister about the administration of this Act;

(i) consult with any person with experience or expertise in any matter related to the purposes of this Act; and

(j) engage in or commission research into anything affecting the achievement of the purposes of this Act.

Evidence Act powers

50(1) The Ombudsman has all the powers and protections of a commissioner under Part V of *The Manitoba Evidence Act* when conducting an investigation under this Act.

Production of records

50(2) The Ombudsman may require any record in the custody or under the control of a public body that the Ombudsman considers relevant to an investigation to be produced to the Ombudsman and may examine any information in a record, including personal information.

Records to be produced within 14 days

50(3) A public body shall produce to the Ombudsman within 14 days any record or a copy of a record required under this section, despite any other enactment or any privilege of the law of evidence.

Examination of record on site

50(4) If a public body is required to produce a record under this section and it is not practicable to make a copy of it, the head of the public body may require the Ombudsman to examine the original at its site.

(i) de cesser ou de modifier une pratique qui est utilisée dans le cadre de la collecte, de l'usage ou de la communication de renseignements et qui contrevient à la présente loi,

(ii) de détruire des renseignements personnels qui n'ont pas été recueillis en conformité avec la présente loi;

h) faire des recommandations au responsable d'un organisme public ou au ministre responsable au sujet de l'application de la présente loi;

i) consulter toute personne ayant de l'expérience ou des compétences relativement aux questions liées aux objets de la présente loi;

j) procéder à des recherches sur des questions touchant la réalisation des objets de la présente loi ou mandater quelqu'un à cette fin.

Pouvoirs conférés par la *Loi sur la preuve*

50(1) L'ombudsman jouit des pouvoirs et de l'immunité que confère à un commissaire la partie V de la *Loi sur la preuve au Manitoba* lorsqu'il procède à une enquête sous le régime de la présente loi.

Production de documents

50(2) L'ombudsman peut exiger la production des documents qui relèvent d'un organisme public et qu'il estime utiles à une enquête, et il peut examiner les renseignements qu'ils contiennent, y compris les renseignements personnels.

Délai de production

50(3) Malgré tout autre texte ou toute immunité reconnue par le droit de la preuve, l'organisme public produit à l'ombudsman, dans les 14 jours, les documents ou une copie des documents exigés en vertu du présent article.

Examen des documents sur place

50(4) Si l'organisme public ne peut, du point de vue pratique, faire une copie des documents qu'il est tenu de produire, son responsable peut exiger que l'ombudsman examine les originaux sur place.

Right of entry
51 Despite any other enactment or any privilege of the law of evidence, in exercising powers or performing duties under this Act, the Ombudsman has the right

(a) to enter any office of a public body and examine and make copies of any record in the custody of the public body; and

(b) to converse in private with any officer or employee of a public body.

Investigation in private
52 The Ombudsman shall conduct every investigation in private.

Statements and reports not admissible in evidence
53(1) A statement made or an answer given by a person during an investigation by the Ombudsman, and a report or recommendation of the Ombudsman, is inadmissible in evidence in a court or in any other proceeding, except

(a) in a prosecution for perjury in respect of sworn testimony;

(b) in a prosecution for an offence under this Act; or

(c) in an appeal to the court under this Act, when the Ombudsman is a party.

Not compellable as witness
53(2) The Ombudsman, and anyone acting for or under the direction of the Ombudsman, shall not be required to give evidence in a court or in any other proceeding about information that comes to the knowledge of the Ombudsman in performing duties or exercising powers under this Act.

Information provided under qualified privilege
54 Anything said, any information supplied, and any record produced by a person during an investigation by the Ombudsman under this Act is privileged in the same manner as if it were said, supplied or produced in a proceeding in a court.

Droit d'entrée
51 Malgré tout autre texte ou toute immunité reconnue par le droit de la preuve, dans l'exercice des attributions que lui confère la présente loi, l'ombudsman a le droit :

a) de pénétrer dans les bureaux d'un organisme public et d'examiner ainsi que de reproduire les documents dont celui-ci a la garde;

b) de s'entretenir en privé avec les cadres ou les employés d'un organisme public.

Enquêtes à huis clos
52 Les enquêtes de l'ombudsman se déroulent à huis clos.

Admissibilité en preuve
53(1) Les déclarations que fait et les réponses que donne une personne au cours d'une enquête de même que les rapports et les recommandations de l'ombudsman sont inadmissibles en preuve devant un tribunal ou dans le cadre de toute autre instance :

a) qu'une poursuite pour parjure;

b) qu'une poursuite pour infraction à la présente loi;

c) qu'un appel qui est interjeté devant le tribunal en vertu de la présente loi et auquel est partie l'ombudsman.

Non-assignation de l'ombudsman
53(2) L'ombudsman et les personnes qui agissent pour lui ou sous son autorité ne peuvent être tenues de témoigner devant un tribunal ou dans le cadre de toute autre instance au sujet des renseignements qui sont portés à la connaissance de l'ombudsman dans l'exercice des attributions prévues par la présente loi.

Immunité relative
54 Les paroles prononcées, les renseignements fournis et les documents produits par une personne au cours d'une enquête menée par l'ombudsman sous le régime de la présente loi sont privilégiés de la même manière que dans le cas d'une instance devant un tribunal.

Ombudsman restricted as to disclosure of information

55(1) The Ombudsman, and anyone acting for or under the direction of the Ombudsman, shall not disclose information obtained in performing duties or exercising powers under this Act, except as provided in subsections (2) to (5).

When disclosure permitted

55(2) The Ombudsman may disclose, or may authorize anyone acting for or under the direction of the Ombudsman to disclose, information that is necessary to

(a) perform a duty or exercise a power of the Ombudsman under this Act; or

(b) establish the grounds for findings and recommendations contained in a report under this Act.

Reasonable precautions to avoid disclosure

55(3) In conducting an investigation and in performing any other duty or exercising any power under this Act, the Ombudsman, and anyone acting for or under the direction of the Ombudsman, shall take every reasonable precaution to avoid disclosing and shall not disclose

(a) any information the head of a public body is authorized or required to refuse to disclose under Part 2; or

(b) whether information exists, if the head of a public body is authorized to refuse to confirm or deny that the information exists under subsection 12(2).

Information about offences

55(4) The Ombudsman may disclose to the Minister of Justice and Attorney General information relating to the commission of an offence under this or any other enactment of Manitoba or Canada if the Ombudsman considers there is reason to believe an offence has been committed.

Restriction quant à la communication de renseignements

55(1) L'ombudsman et les personnes qui agissent pour lui ou sous son autorité ne peuvent divulguer les renseignements obtenus dans l'exercice des attributions prévues par la présente loi si ce n'est en conformité avec les paragraphes (2) à (5).

Divulgation permise

55(2) L'ombudsman peut divulguer les renseignements nécessaires :

a) à l'exercice des attributions que lui confère la présente loi;

b) à l'établissement des motifs étayant les conclusions et les recommandations que contient un rapport visé par la présente loi.

Il peut également autoriser toute personne qui agit pour lui ou sous son autorité à le faire.

Précautions

55(3) Dans la tenue d'une enquête et dans l'exercice de toute autre attribution prévue par la présente loi, l'ombudsman et les personnes qui agissent pour lui ou sous son autorité prennent toutes les précautions possibles pour éviter de divulguer et ne peuvent divulguer :

a) des renseignements que le responsable d'un organisme public peut ou doit refuser de communiquer sous le régime de la partie 2;

b) le fait qu'existent des renseignements, si le responsable d'un organisme public est autorisé à refuser d'indiquer s'ils existaient ou non en vertu du paragraphe 12(2).

Renseignements touchant la perpétration d'infractions

55(4) Dans les cas où il estime qu'il existe des motifs de croire qu'a été commise une infraction à la présente loi ou à tout autre texte provincial ou fédéral, l'ombudsman peut faire part au ministre de la Justice et procureur général des renseignements qu'il détient à cet égard.

Information relating to a prosecution or appeal
55(5) The Ombudsman may disclose, or may authorize anyone acting for or under the direction of the Ombudsman to disclose, information in the course of a prosecution or an appeal referred to in subsection 53(1).

Delegation
56 The Ombudsman may delegate to any person on his or her staff any duty or power under this Act.

Protection from liability
57 No proceedings lie against the Ombudsman, or against any person acting for or under the direction of the Ombudsman, for anything done, reported or said in good faith in the exercise or performance or the intended exercise or performance of a duty or power under this Act.

Annual report
58(1) The Ombudsman shall make an annual report to the Legislative Assembly on

(a) the work of the Ombudsman's office in relation to this Act;

(b) the Ombudsman's recommendations and whether public bodies have complied with the recommendations;

(c) any complaints or investigations resulting from a decision, act or failure to act; and

(d) any other matters about access to information and protection of privacy that the Ombudsman considers appropriate.

Report to be laid before Legislative Assembly
58(2) The report shall be given to the Speaker who shall lay it before the Legislative Assembly if it is in session and if it is not in session, then within 15 days after the beginning of the next session.

Special report
58(3) In the public interest, the Ombudsman may publish a special report relating to any matter within the scope of the powers and duties of the Ombudsman under this Act, including a report referring to and commenting on any particular matter investigated by the Ombudsman.

Renseignements relatifs à une poursuite ou à un appel
55(5) L'ombudsman peut divulguer des renseignements dans le cadre d'une poursuite ou d'un appel que vise le paragraphe 53(1) et peut autoriser toute personne qui agit pour lui ou sous son autorité à le faire.

Délégation
56 L'ombudsman peut déléguer à tout membre de son personnel les attributions que lui confère la présente loi.

Immunité
57 L'ombudsman et les personnes qui agissent pour lui ou sous son autorité bénéficient de l'immunité pour ce qui est fait, relaté ou dit de bonne foi dans l'exercice effectif ou censé tel des attributions prévues par la présente loi.

Rapport annuel
58(1) L'ombudsman présente à l'Assemblée législative un rapport annuel sur :

a) les activités de son bureau qui ont trait à la présente loi;

b) ses recommandations et sur la question de savoir si les organismes publics ont donné suite à celles-ci;

c) les plaintes ou les enquêtes découlant d'une décision, d'un acte ou d'une omission;

d) les autres questions touchant l'accès à l'information et la protection de la vie privée qu'il estime indiquées.

Dépôt du rapport
58(2) Le rapport est remis au président; celui-ci le dépose devant l'Assemblée législative immédiatement ou, si elle ne siège pas, dans les 15 premiers jours de séance ultérieurs.

Rapport spécial
58(3) L'ombudsman peut, dans l'intérêt public, publier un rapport spécial ayant trait à une question relevant de ses attributions, y compris un rapport dans lequel il fait référence à une affaire sur laquelle il a mené une enquête et commente cette affaire.

PART 5

COMPLAINTS

MAKING A COMPLAINT

Right to make a complaint about access
59(1) A person who has requested access to a record under Part 2 of this Act may make a complaint to the Ombudsman about any decision, act or failure to act of the head that relates to the request, including a refusal to make a correction under section 39.

Complaint by a third party about access
59(2) A third party notified under section 33 of a decision by the head of a public body to give access may make a complaint to the Ombudsman about the decision.

Complaint about privacy
59(3) An individual who believes that his or her own personal information has been collected, used or disclosed in violation of Part 3 may make a complaint to the Ombudsman.

Complaint by relative of deceased
59(4) A relative of a deceased individual may make a complaint to the Ombudsman about a decision of a head of a public body not to disclose personal information under clause 44(1)(z).

Ombudsman may initiate a complaint
59(5) The Ombudsman may initiate a complaint respecting any matter about which the Ombudsman is satisfied there are reasonable grounds to investigate under this Act.

How to make a complaint
60(1) A complaint to the Ombudsman must be in the prescribed form.

PARTIE 5

PLAINTES

DÉPÔT DES PLAINTES

Plainte concernant l'accès
59(1) La personne qui a demandé la communication d'un document en vertu de la partie 2 peut déposer une plainte auprès de l'ombudsman au sujet d'une décision, d'un acte ou d'une omission du responsable ayant trait à la demande, y compris un refus d'effectuer une correction en application de l'article 39.

Plainte déposée par un tiers
59(2) Le tiers qui reçoit l'avis prévu à l'article 33 peut déposer une plainte auprès de l'ombudsman au sujet de la décision du responsable de l'organisme public de donner communication du document concerné.

Plainte concernant une atteinte à la vie privée
59(3) Le particulier qui croit que les renseignements personnels le concernant ont été recueillis, utilisés ou communiqués en contravention avec la partie 3 peut déposer une plainte auprès de l'ombudsman.

Plainte déposée par un parent du défunt
59(4) Un parent d'un défunt peut déposer une plainte auprès de l'ombudsman au sujet du refus du responsable d'un organisme public de lui communiquer les renseignements personnels sous le régime de l'alinéa 44(1)z).

Plainte émanant de l'ombudsman
59(5) L'ombudsman peut lui-même prendre l'initiative d'une plainte s'il a des motifs raisonnables de croire qu'une enquête devrait être menée relativement à une question sous le régime de la présente loi.

Modalités de la plainte
60(1) La plainte déposée auprès de l'ombudsman revêt la forme réglementaire.

60-day time limit
60(2) A complaint under subsection 59(1) or (4) must be delivered to the Ombudsman within 60 days after the person complaining is notified of the decision, unless the complaint relates to a decision under subsection 34(5).

120-day time limit for failure to respond
60(3) If the head of a public body fails to respond in time to a request for access to a record, the failure is to be treated as a decision to refuse access, in which case the complaint must be delivered to the Ombudsman within 120 days after the request for access was made.

Notifying others of a complaint
61 As soon as practicable after receiving a complaint, the Ombudsman shall notify the head of the public body concerned and any other person who, in the Ombudsman's opinion, is affected by it.

INVESTIGATION

Investigation
62(1) Subject to section 63, on receiving a complaint the Ombudsman shall investigate it.

Informal resolution
62(2) The Ombudsman may take any steps the Ombudsman considers appropriate to resolve a complaint informally to the satisfaction of the parties and in a manner consistent with the purposes of this Act.

Decision to not deal with a complaint
63(1) The Ombudsman may decide not to investigate a complaint if the Ombudsman is of the opinion that,

(a) in the case of a complaint about privacy referred to in subsection 59(3), the length of time that has elapsed since the date the subject matter of the complaint arose makes an investigation no longer practicable or desirable;

Délai
60(2) Sauf si elle a trait à la décision mentionnée au paragraphe 34(5), la plainte que vise le paragraphe 59(1) ou (4) est déposée auprès de l'ombudsman dans les 60 jours suivant la date à laquelle le plaignant est avisé de la décision.

Délai de 120 jours en cas de défaut de répondre
60(3) Si le responsable d'un organisme public omet de répondre à une demande de communication d'un document à l'intérieur du délai prévu, l'omission est réputée être un refus de donner communication, auquel cas la plainte est déposée auprès de l'ombudsman dans les 120 jours suivant la demande de communication.

Avis aux autres personnes touchées
61 Dès que possible après qu'il a reçu une plainte, l'ombudsman en avise le responsable de l'organisme public concerné et toute autre personne qui, selon lui, est touchée.

ENQUÊTE

Enquête
62(1) Sous réserve de l'article 63, l'ombudsman enquête immédiatement sur toute plainte dont il est saisi.

Règlement informel
62(2) L'ombudsman peut prendre les mesures qu'il estime indiquées pour en arriver à un règlement informel de la plainte d'une manière satisfaisante pour les parties et conforme aux objets de la présente loi.

Refus de donner suite à une plainte
63(1) L'ombudsman peut décider de ne pas enquêter sur une plainte s'il est d'avis :

a) ou bien, dans le cas d'une plainte que vise le paragraphe 59(3), qu'une enquête n'est plus faisable ni souhaitable en raison du délai qui s'est écoulé depuis la date à laquelle a pris naissance l'objet de la plainte;

(b) the subject matter of the complaint is trivial or the complaint is not made in good faith or is frivolous or vexatious; or

(c) the circumstances of the complaint do not require investigation.

Notifying the complainant

63(2) The Ombudsman shall inform the complainant and the head of the public body in writing if he or she decides not to investigate a complaint, and give reasons for the decision.

Representations to the Ombudsman

64(1) During an investigation, the Ombudsman shall give the complainant and the head of the public body concerned an opportunity to make representations to the Ombudsman. The Ombudsman may also give any other person who has been notified of the complaint under section 61 an opportunity to make representations. However, no one is entitled to be present during an investigation or to have access to or to comment on representations made to the Ombudsman by another person.

Written or oral representations

64(2) The Ombudsman may decide whether representations are to be made orally or in writing.

Representations by counsel

64(3) Representations may be made to the Ombudsman through counsel or an agent.

90-day time limit for investigation

65 An investigation must be completed and a report made under section 66 within 90 days after a complaint is made, unless the Ombudsman

(a) notifies the complainant, the head of the public body and any other person who has made representations to the Ombudsman that the Ombudsman is extending that period; and

(b) gives an anticipated date for providing the report.

b) ou bien que l'objet de la plainte est futile ou que la plainte n'est pas déposée de bonne foi ou encore est frivole ou vexatoire;

c) ou bien que les circonstances entourant la plainte ne commandent pas la tenue d'une enquête.

Avis destiné au plaignant

63(2) L'ombudsman informe le plaignant et le responsable de l'organisme public par écrit de sa décision, le cas échéant, de ne pas enquêter sur une plainte, et il motive sa décision.

Droit de présenter des observations

64(1) Au cours de l'enquête, l'ombudsman donne au plaignant et au responsable de l'organisme public concerné la possibilité de présenter leurs observations; il peut également donner à toute autre personne qui a été avisée de la plainte en application de l'article 61 la possibilité de présenter ses observations. Toutefois, nul n'a le droit d'être présent au cours de l'enquête ni de recevoir communication des observations présentées à l'ombudsman ou de faire des commentaires à leur sujet.

Observations écrites ou orales

64(2) L'ombudsman peut décider si les observations se feront oralement ou par écrit.

Droit de se faire représenter par avocat

64(3) Les observations peuvent être présentées à l'ombudsman par l'intermédiaire d'un avocat ou d'un représentant.

Délai d'enquête

65 L'ombudsman termine son enquête et présente le rapport prévu à l'article 66 dans les 90 jours suivant le dépôt de la plainte, à moins :

a) d'une part, qu'il n'avise le plaignant, le responsable de l'organisme public et toute autre personne qui lui a présenté des observations de la prorogation du délai;

b) d'autre part, qu'il n'indique la date prévue de remise du rapport.

OMBUDSMAN'S REPORT ABOUT A COMPLAINT

Report
66(1) On completing an investigation of a complaint, the Ombudsman shall prepare a report containing the Ombudsman's findings about the complaint and any recommendations the Ombudsman considers appropriate respecting the complaint.

Report sent to complainant and others
66(2) The Ombudsman

(a) shall give a copy of the report to the complainant and the head of the public body concerned; and

(b) may give a copy of the report to any other person who has made representations to the Ombudsman.

Notice of right to appeal
66(3) If the Ombudsman finds that a complaint

(a) relating to the refusal of access to a record or part of a record; or

(b) by a third party notified under section 33 of a decision by the head of a public body to give access;

is unjustified, the report must include a notice to the complainant of the right to appeal the decision to the court under section 67, and of the time limit for an appeal.

Head's response to the report
66(4) If the report contains recommendations, the head of the public body shall, within 15 days after receiving the report, send the Ombudsman a written response indicating

(a) that the head accepts the recommendations and describing any action the head has taken or proposes to take to implement them; or

(b) the reasons why the head refuses to take action to implement the recommendations.

RAPPORT DE L'OMBUDSMAN

Rapport
66(1) Dès la fin de son enquête, l'ombudsman établit un rapport contenant ses conclusions et les recommandations qu'il estime appropriées au sujet de la plainte.

Envoi du rapport
66(2) L'ombudsman :

a) remet un exemplaire de son rapport au plaignant et au responsable de l'organisme public concerné;

b) peut remettre un exemplaire de son rapport aux autres personnes qui lui ont présenté des observations.

Droit d'interjeter appel
66(3) Si l'ombudsman conclut qu'est non fondée une plainte ayant trait au refus de donner communication totale ou partielle d'un document ou déposée par un tiers à qui a été remis l'avis prévu à l'article 33 au sujet de la décision du responsable d'un organisme public de donner communication d'un document, le rapport contient un avis informant le plaignant de son droit d'interjeter appel de la décision devant le tribunal en vertu de l'article 67 et du délai d'appel.

Réponse au rapport
66(4) Si le rapport contient des recommandations, le responsable de l'organisme public envoie à l'ombudsman, dans les 15 jours suivant la réception du rapport, une réponse écrite indiquant

a) qu'il accepte les recommandations et faisant état des mesures qu'il a prises ou qu'il envisage de prendre pour leur mise en oeuvre;

b) les motifs invoqués pour ne pas donner suite aux recommandations.

Notice to the complainant

66(5) The Ombudsman shall notify the complainant about the head's response without delay. In the case of a response that indicates a refusal to take action on any of the Ombudsman's recommendations, the Ombudsman shall also, if the complainant has been refused access to a record or part of a record or is a third party notified under section 33 of a decision by the head of a public body to give access, inform the complainant

(a) that he or she may appeal the decision to the court under section 67 and of the time limit for an appeal; and

(b) if the Ombudsman so chooses, that the Ombudsman intends to appeal the decision to the court under section 68.

Compliance with recommendations

66(6) When the head of a public body accepts the recommendations in a report, the head shall comply with the recommendations

(a) within 15 days of acceptance, if the complaint is about access under subsection 59(1), (2) or (4); and

(b) within 45 days in any other case;

or within such additional period as the Ombudsman considers reasonable.

APPEAL TO COURT

Appeal to court

67(1) A person who

(a) has been refused access to a record or part of a record requested under subsection 8(1); or

(b) is a third party notified under section 33 of a decision by the head of a public body to give access;

may appeal the decision to the court.

Avis au plaignant

66(5) L'ombudsman avise immédiatement le plaignant de la réponse du responsable. Si la réponse indique un refus de donner suite à ses recommandations, l'ombudsman doit également, si le plaignant s'est vu refuser la communication totale ou partielle d'un document ou est un tiers à qui a été remis l'avis prévu à l'article 33 au sujet de la décision du responsable d'un organisme public de donner communication d'un document, informer ce plaignant :

a) qu'il peut interjeter appel de la décision devant le tribunal en vertu de l'article 67 et du délai d'appel;

b) que lui-même a l'intention d'interjeter appel de la décision devant le tribunal en vertu de l'article 68.

Observation des recommandations

66(6) S'il accepte les recommandations que contient le rapport, le responsable de l'organisme public y donne suite dans les 15 jours suivant leur acceptation, dans le cas d'une plainte visée par le paragraphe 59(1), (2) ou (4) et dans les 45 jours dans les autres cas, ou dans le délai supplémentaire que l'ombudsman estime raisonnable.

APPEL AU TRIBUNAL

Appel au tribunal

67(1) Peut interjeter appel au tribunal toute personne :

a) qui s'est vu refuser la communication totale ou partielle d'un document demandé en vertu du paragraphe 8(1);

b) qui est un tiers à qui a été remis l'avis prévu à l'article 33 au sujet de la décision du responsable d'un organisme public de donner communication d'un document.

Appeal only if complaint has been made
67(2) An appeal may be made under subsection (1) only if the person has made a complaint to the Ombudsman about the decision and the Ombudsman has provided a report under section 66.

Appeal within 30 days
67(3) An appeal may be made by filing an application with the court within 30 days after the person receives the Ombudsman's report under subsection 66(2) or a notice under subsection 66(5), or within such longer period as the court may allow in special circumstances.

Head to be named as respondent
67(4) The application must name the head of the public body involved in the complaint as the respondent.

Appeal served on head and others
67(5) The person appealing shall, within 15 days of filing the application, serve a copy of it on

(a) the head of the public body;

(b) the Ombudsman; and

(c) in the case of an appeal by a third party notified under section 33 of a decision to give access to a record, on the person requesting access.

Appeal by the Ombudsman
68(1) The Ombudsman may appeal a decision described in subsection 67(1) to the court within the time limit set by subsection 67(3), if the Ombudsman has obtained the consent of the person who has the right of appeal.

Ombudsman may intervene
68(2) The Ombudsman has a right to intervene as a party to an appeal under section 67.

Conditions for appeal or intervention
68(3) The Ombudsman may appeal a decision or intervene as a party to an appeal only if the Ombudsman is of the opinion that the decision raises a significant issue of statutory interpretation or that an appeal is otherwise clearly in the public interest.

Condition
67(2) L'appel ne peut être interjeté que si la personne a déposé une plainte auprès de l'ombudsman au sujet de la décision et que si celui-ci a remis un rapport en application de l'article 66.

Délai d'appel
67(3) L'appel peut être interjeté par dépôt d'une requête auprès du tribunal dans les 30 jours suivant la réception du rapport de l'ombudsman en application du paragraphe 66(2) ou de l'avis prévu au paragraphe 66(5) ou dans le délai supplémentaire qu'accorde le tribunal dans des circonstances exceptionnelles.

Intimé
67(4) Le responsable de l'organisme public concerné par la plainte est nommé à titre d'intimé dans la requête.

Signification de l'appel
67(5) Dans les 15 jours suivant le dépôt de la requête, l'appelant en signifie une copie :

a) au responsable de l'organisme public;

b) à l'ombudsman;

c) dans le cas d'un appel interjeté par un tiers à qui a été remis l'avis prévu à l'article 33 au sujet de la décision de donner communication d'un document, à la personne qui demande communication du document.

Appel interjeté par l'ombudsman
68(1) L'ombudsman peut interjeter appel devant le tribunal d'une décision que vise le paragraphe 67(1) dans le délai prévu au paragraphe 67(3) avec le consentement de la personne qui a le droit d'interjeter appel.

Intervention de l'ombudsman
68(2) L'ombudsman a le droit d'intervenir à titre de partie à un appel interjeté en vertu de l'article 67.

Conditions
68(3) L'ombudsman ne peut interjeter appel ou intervenir à titre de partie à un appel que s'il est d'avis que la décision soulève une question importante d'interprétation légale ou que l'appel sert nettement l'intérêt public.

Appeal served on head and others

68(4) The Ombudsman shall, within 15 days after filing an application for appeal, serve a copy of it on

(a) the head of the public body; and

(b) the person requesting access to the record if he or she is not the person who gave consent under subsection (1).

Appeal as a new matter

69 The court shall consider an appeal under section 67 or 68 as a new matter and may hear evidence by affidavit.

Burden of proof

70(1) If an appeal under section 67 or 68 relates to a decision to refuse an applicant access to all or part of a record, it is up to the head of the public body to prove that the applicant has no right of access to the record or part of the record.

Burden of proof: personal information

70(2) Despite subsection (1), if the appeal relates to a decision to give or refuse to give access to a record or part of a record containing personal information about a third party, it is up to the applicant to prove that disclosure of the information would not be an unreasonable invasion of the third party's privacy.

Burden of proof: non-personal information

70(3) If the appeal relates to a decision to give access to all or part of a record containing information that is not personal information about a third party, it is up to the third party to prove that the applicant has no right of access to the record or part of the record.

Court may order production of records

71 Despite any other enactment or any privilege of the law of evidence, for the purpose of an appeal under section 67 or 68 the court may order production of any record in the custody or under the control of a public body for examination by the court.

Signification de l'appel

68(4) Dans les 15 jours suivant le dépôt de la requête, l'ombudsman en signifie une copie :

a) au responsable de l'organisme public;

b) à la personne qui demande communication du document s'il ne s'agit pas de la personne qui a donné le consentement prévu au paragraphe (1).

Nouvelle affaire

69 Le tribunal traite l'appel visé par l'article 67 ou 68 comme une nouvelle affaire et peut entendre la preuve par affidavit.

Charge de la preuve

70(1) Si l'appel visé par l'article 67 ou 68 porte sur une décision de refuser à l'auteur d'une demande la communication totale ou partielle d'un document, il incombe au responsable de l'organisme public d'établir que l'auteur de la demande n'a aucun droit d'accès au document ou à la partie en question.

Charge de la preuve – renseignements personnels

70(2) Malgré le paragraphe (1), si l'appel porte sur une décision de donner ou de refuser de donner communication totale ou partielle d'un document contenant des renseignements personnels au sujet d'un tiers, il incombe à l'auteur de la demande d'établir que la communication des renseignements ne constituerait pas une atteinte injustifiée à la vie privée du tiers.

Charge de la preuve – renseignements non personnels

70(3) Si l'appel porte sur une décision de donner communication totale ou partielle d'un document contenant des renseignements qui ne sont pas des renseignements personnels au sujet d'un tiers, il incombe au tiers d'établir que l'auteur de la demande n'a aucun droit d'accès au document ou à la partie en question.

Production de documents

71 Malgré tout autre texte et toute immunité reconnue par le droit de la preuve, aux fins de l'audition de l'appel, le tribunal peut exiger la production pour examen de tout document qui relève d'un organisme public.

Court to take precautions against disclosing

72 On an appeal under section 67 or 68, the court shall take every reasonable precaution, including receiving representations *ex parte*, conducting hearings in private and examining records in private, to avoid disclosure

(a) of any information the head of a public body is authorized or required to refuse to disclose under Part 2; or

(b) as to whether information exists, if the head of a public body is authorized to refuse to confirm or deny that the information exists under subsection 12(2).

Powers of court on appeal

73(1) On hearing an appeal under section 67 or 68, the court may,

(a) if it determines that the head of the public body is authorized or required to refuse access to a record under Part 2, dismiss the appeal; or

(b) if it determines that the head is not authorized or required to refuse access to all or part of a record under Part 2,

(i) order the head of the public body to give the applicant access to all or part of the record, and

(ii) make any other order that the court considers appropriate.

Order of court where record contains excepted information

73(2) If the court finds that a record or part of a record falls within an exception to disclosure under Part 2, the court shall not order the head to give the applicant access to that record or part of it, regardless of whether the exception requires or merely authorizes the head to refuse access.

No further appeal

74 A decision of the court under section 73 is final and binding and there is no appeal from it.

Précautions à prendre contre la divulgation

72 Le tribunal prend toutes les précautions possibles, notamment par l'audition d'arguments en l'absence d'autres parties et par la tenue d'audiences et l'examen de documents à huis clos, pour éviter que ne soient divulgués :

a) des renseignements que le responsable d'un organisme public peut ou doit refuser de communiquer sous le régime de la partie 2;

b) le fait qu'existent ou non des renseignements, si le responsable d'un organisme public est autorisé à refuser de confirmer ou de nier leur existence en vertu du paragraphe 12(2).

Pouvoirs du tribunal

73(1) Le tribunal peut :

a) s'il conclut que le responsable d'un organisme public peut ou doit refuser la communication d'un document en vertu de la partie 2, rejeter l'appel;

b) s'il conclut que le responsable d'un organisme public n'est ni autorisé à refuser la communication d'un document en vertu de la partie 2 ni tenu de le faire :

(i) ordonner au responsable de donner à l'auteur de la demande communication totale ou partielle du document,

(ii) rendre toute autre ordonnance qu'il estime indiquée.

Document faisant l'objet d'une exception

73(2) Le tribunal, s'il conclut que la totalité ou une partie d'un document fait l'objet d'une exception visée par la partie 2, ne peut ordonner au responsable de donner à l'auteur de la demande communication totale ou partielle de ce document, même si l'exception prévoit que le responsable a la faculté de refuser la communication.

Décision définitive

74 La décision que vise l'article 73 est définitive, lie les parties et ne peut faire l'objet d'aucun appel.

PART 6

GENERAL PROVISIONS

Directory
75(1) The responsible minister shall

(a) prepare a directory to assist in identifying and locating records in the custody or under the control of public bodies;

(b) make every reasonable effort to ensure that the directory is kept up to date;

(c) ensure that copies of the directory are made available to public bodies; and

(d) ensure that copies of the directory are available to the public through libraries and electronic information networks.

Contents of directory
75(2) The directory must include

(a) a description of the mandates, functions and organization of each public body;

(b) a description of records, including personal information banks, in the custody or under the control of each public body; and

(c) the title, business address and business telephone number of an officer or employee of each public body who may be contacted for information about this Act.

Personal information banks
75(3) The description of a personal information bank required under clause (2)(b) must include the following:

(a) the name of the personal information bank;

(b) a description of the kind of information in the personal information bank and of the categories of individuals whom the information is about;

PARTIE 6

DISPOSITIONS GÉNÉRALES

Répertoire
75(1) Le ministre responsable :

a) prépare un répertoire qui aide à déterminer et à retrouver les documents qui relèvent d'organismes publics;

b) fait tous les efforts possibles pour que le répertoire soit tenu à jour;

c) fait en sorte que des exemplaires du répertoire soient mis à la disposition des organismes publics;

d) fait en sorte que des exemplaires du répertoire soient mis à la disposition du public par l'intermédiaire des bibliothèques et des réseaux d'information électroniques.

Contenu du répertoire
75(2) Le répertoire :

a) fait état du mandat, des fonctions et de l'organisation de chaque organisme public;

b) mentionne les documents, y compris les fichiers de renseignements personnels, qui relèvent de chaque organisme public;

c) les titre, adresse de bureau et numéro de téléphone au travail d'un cadre ou d'un employé de chaque organisme public auprès de qui il est possible de se renseigner au sujet de la présente loi.

Fichiers de renseignements personnels
75(3) La mention que vise l'alinéa (2)b) fait état des éléments suivants :

a) le nom du fichier en question;

b) une indication du genre de renseignements que le fichier contient et des catégories de particuliers que les renseignements concernent;

(c) the authority and purposes for collecting the information;

(d) the purposes for which the information is used or disclosed; and

(e) the categories of persons who use the information or to whom it is disclosed.

Disclosure for non-declared purpose

75(4) If personal information is used or disclosed by a public body for a purpose that is not included in the directory under subsection (1), the head of the public body shall

(a) keep a record of the use or disclosure and either attach or link that record to the personal information; and

(b) notify the responsible minister of the use or disclosure for inclusion in the directory.

Application of this section to local public bodies

75(5) Clauses (3)(d) and (e) and subsection (4) do not apply to local public bodies. However, the head of a local public body shall maintain an up-to-date list of the purposes for which information in a personal information bank in the custody or under the control of the local public body is used or disclosed, and make the list available to the public.

Public bodies to provide information

75(6) The head of a public body shall provide to the responsible minister any information that the minister requires to prepare the directory and ensure that it is kept up to date.

Records available without an application

76(1) The head of a public body may specify records or categories of records that are in the custody or under the control of the public body and that are available to the public without an application for access under this Act.

Fee

76(2) The head of a public body may require a person who asks for a copy of a record available under subsection (1) to pay a fee to the public body, unless such a record can otherwise be accessed without a fee.

c) la disposition permettant la collecte des renseignements personnels et les fins auxquelles est faite cette collecte;

d) les fins auxquelles les renseignements sont utilisés ou communiqués;

e) les catégories de personnes qui utilisent ou auxquelles sont communiqués les renseignements.

Communication relative aux fins non déclarées

75(4) Le responsable d'un organisme public qui utilise ou communique des renseignements personnels à des fins non mentionnées dans le répertoire préparé en application du paragraphe (1) :

a) d'une part, conserve un document faisant état de l'utilisation ou de la communication et l'annexe ou l'incorpore aux renseignements personnels;

b) d'autre part, avise le ministre responsable de l'utilisation ou de la communication pour qu'elle figure au répertoire.

Application aux organismes publics locaux

75(5) Les alinéas (3)d) et e) et le paragraphe (4) ne s'appliquent pas aux organismes publics locaux; toutefois, le responsable d'un tel organisme tient une liste à jour des fins auxquelles sont utilisés ou communiqués les renseignements qui figurent dans un fichier de renseignements personnels relevant de l'organisme et met cette liste à la disposition du public.

Fourniture de renseignements

75(6) Le responsable d'un organisme public fournit au ministre responsable les renseignements que celui-ci exige afin de préparer le répertoire et de veiller à ce qu'il soit tenu à jour.

Demande non nécessaire

76(1) Le responsable d'un organisme public peut indiquer les documents ou les catégories de documents qui relèvent de l'organisme et qui sont mis à la disposition du public sans qu'il soit nécessaire de présenter une demande de communication sous le régime de la présente loi.

Droits

76(2) Le responsable d'un organisme public peut exiger que la personne qui demande une copie d'un document mis à la disposition du public en vertu du paragraphe (1) verse à l'organisme public un droit, à moins que le document ne puisse être mis à sa disposition gratuitement.

Privacy Assessment Review Committee

77 In accordance with the regulations, the responsible minister shall establish a Privacy Assessment Review Committee for the purposes of sections 46 and 47.

Giving notice under this Act

78 When this Act requires a notice or document to be given to a person, it is to be given

(a) by sending it to that person by prepaid mail to the person's last known address;

(b) by personal service;

(c) by substitutional service if so authorized by the Ombudsman; or

(d) by electronic transmission or telephone transmission of a facsimile of a copy of the notice or document.

Exercising rights of another person

79 Any right or power conferred on an individual by this Act may be exercised

(a) by any person with written authorization from the individual to act on the individual's behalf;

(b) by a committee appointed for the individual under *The Mental Health Act* or a substitute decision maker appointed for the individual under *The Vulnerable Persons Living with a Mental Disability Act*, if the exercise of the right or power relates to the powers and duties of the committee or substitute decision maker;

(c) by an attorney acting under a power of attorney granted by the individual, if the exercise of the right or power relates to the powers and duties conferred by the power of attorney;

(d) by the parent or guardian of a minor when, in the opinion of the head of the public body concerned, the exercise of the right or power by the parent or guardian would not constitute an unreasonable invasion of the minor's privacy; or

(e) if the individual is deceased, by the individual's personal representative if the exercise of the right or power relates to the administration of the individual's estate.

Comité d'évaluation

77 Pour l'application des articles 46 et 47, le ministre responsable constitue un comité d'évaluation en conformité avec les règlements.

Remise d'avis

78 La remise d'un avis ou d'un document destiné à une personne sous le régime de la présente loi se fait :

a) par envoi par courrier affranchi à la dernière adresse connue de cette personne;

b) par signification en mains propres;

c) par signification indirecte si l'ombudsman le permet;

d) par transmission électronique ou télécopie.

Exercice de droits par autrui

79 Les droits et les pouvoirs conférés à un particulier par la présente loi peuvent être exercés :

a) par toute personne que le particulier autorise par écrit à agir en son nom;

b) par le curateur nommé pour le particulier en vertu de la *Loi sur la santé mentale* ou le subrogé nommé pour lui en vertu de la *Loi sur les personnes vulnérables ayant une déficience mentale*, si l'exercice des droits ou des pouvoirs a trait à ses attributions;

c) par le procureur agissant dans le cadre d'une procuration accordée par le particulier, si l'exercice des droits ou des pouvoirs a trait aux attributions conférées par la procuration;

d) par le père, la mère ou le tuteur du particulier dans le cas où celui-ci est mineur, si, de l'avis du responsable de l'organisme public concerné, l'exercice des droits ou des pouvoirs par le père, la mère ou le tuteur ne constitue pas une atteinte injustifiée à la vie privée du mineur;

e) dans le cas où le particulier est décédé, par son représentant personnel si l'exercice des droits ou des pouvoirs a trait à l'administration de sa succession.

Designation of head by local public body

80 A local public body shall, by by-law or resolution, designate a person or group of persons as the head of the local public body for the purposes of this Act.

Delegation by the head of a public body

81 The head of a public body may delegate to any person on the staff of the public body any duty or power of the head under this Act.

Fees

82(1) The head of a public body may require an applicant to pay to the public body fees for making an application, and for search, preparation, copying and delivery services as provided for in the regulations.

Estimate of fees

82(2) If an applicant is required to pay fees under subsection (1) other than an application fee, the head of a public body shall give the applicant an estimate of the total fee before providing the services.

Acceptance of estimate within 30 days

82(3) The applicant has up to 30 days from the day the estimate is given to indicate if it is accepted or to modify the request in order to change the amount of the fees, after which the application is considered abandoned.

Effect of estimate on time limits

82(4) When an estimate is given to an applicant under this section, the time within which the head is required to respond under subsection 11(1) is suspended until the applicant notifies the head that the applicant wishes to proceed with the application.

Waiver of fees

82(5) The head of a public body may waive the payment of all or part of a fee in accordance with the regulations.

Désignation par les organismes publics locaux

80 Chaque organisme public local désigne, par règlement, règlement administratif ou résolution, la ou les personnes qui en sont responsables pour l'application de la présente loi.

Délégation

81 Le responsable d'un organisme public peut déléguer à tout membre du personnel de l'organisme public les attributions que lui confère la présente loi.

Droits

82(1) Le responsable d'un organisme public peut exiger qu'une personne verse à l'organisme les droits fixés par les règlements pour la présentation de sa demande et pour les services de recherche, de préparation, de copie et de livraison.

Estimation des droits

82(2) L'organisme public remet à l'auteur d'une demande qui est tenu, en vertu du paragraphe (1), de payer des droits autres que ceux liés à la présentation de sa demande une estimation des droits totaux avant de fournir les services visés.

Acceptation de l'estimation

82(3) L'auteur de la demande dispose d'un délai de 30 jours à partir de la date de l'estimation pour indiquer s'il accepte celle-ci ou pour modifier sa demande en vue de faire changer le montant des droits, après quoi il est réputé avoir renoncé à sa demande.

Conséquence de l'estimation sur les délais

82(4) Si une estimation est donnée à l'auteur de la demande, le délai à l'intérieur duquel le responsable est tenu de répondre en application du paragraphe 11(1) est suspendu jusqu'à ce que l'auteur de la demande l'avise qu'il désire poursuivre celle-ci.

Renonciation aux droits

82(5) Le responsable d'un organisme public peut renoncer au paiement de tout ou partie des droits en conformité avec les règlements.

Fee not to exceed actual cost

82(6) The search, preparation, copying and delivery fees referred to in subsection (1) must not exceed the actual costs of the services.

Annual report of responsible minister

83(1) The responsible minister shall prepare an annual report and lay a copy of it before the Legislative Assembly if it is in session and, if it is not, within 15 days after the beginning of the next session.

Contents of report

83(2) The report under subsection (1) shall include information as to

(a) the number of requests for access that have been made, granted or denied;

(b) the specific provisions of this Act upon which refusals of access have been based;

(c) the number of applications to correct personal information that have been made;

(d) the requests and proposals approved by the head of each public body under sections 46 and 47; and

(e) the fees charged for access to records.

Protection from liability

84 No action lies and no proceeding may be brought against the Government of Manitoba, a public body, the head of a public body, an elected official of a local public body or any person acting for or under the direction of the head of a public body for damages resulting from

(a) the disclosure of or failure to disclose, in good faith, all or part of a record or information under this Act or any consequences of that disclosure or failure to disclose; or

Coût réel

82(6) Les frais de recherche, de préparation, de copie et de livraison visés par le paragraphe (1) ne peuvent excéder le coût réel des services.

Rapport annuel du ministre responsable

83(1) Le ministre responsable établit un rapport annuel qu'il dépose devant l'Assemblée législative immédiatement ou, si elle ne siège pas, dans les 15 premiers jours de séance ultérieurs.

Contenu du rapport

83(2) Le rapport contient des renseignements quant :

a) au nombre de demandes de communication qui ont été présentées, acceptées ou refusées;

b) aux dispositions précises de la présente loi sur lesquelles se sont fondés les refus de communication;

c) au nombre de demandes de correction de renseignements personnels qui ont été présentées;

d) aux demandes et aux projets qu'a approuvés le responsable de chaque organisme public sous le régime des articles 46 et 47;

e) aux droits exigés pour la communication de documents.

Immunité

84 Le gouvernement du Manitoba, les organismes publics, les responsables d'organismes publics, les représentants élus d'organismes publics locaux et les personnes agissant pour les responsables d'organismes publics ou sous leur autorité bénéficient de l'immunité pour les dommages résultant :

a) de la communication ou du refus de communication totale ou partielle de documents ou de renseignements, de bonne foi, dans le cadre de la présente loi ainsi que des conséquences qui en découlent;

(b) the failure to give a notice required by this Act if reasonable care is taken to give the required notice.

Offences

85(1) Any person who wilfully

(a) discloses personal information in contravention of Part 3 of this Act;

(b) makes a false statement to, or misleads or attempts to mislead, the Ombudsman or another person in performing duties or exercising powers under this Act;

(c) obstructs the Ombudsman or another person in performing duties or exercising powers under this Act; or

(d) destroys a record or erases information in a record that is subject to this Act with the intent to evade a request for access to records;

is guilty of an offence and liable on summary conviction to a fine of not more than $50,000.

Prosecution within two years

85(2) A prosecution under this Act may be commenced not later than two years after the commission of the alleged offence.

Defence under other enactments

86(1) No person is guilty of an offence under any other enactment by reason of complying with a request or requirement to produce a record or provide information or evidence to the Ombudsman, or a person acting for or under the direction of the Ombudsman, under this Act.

No adverse employment action

86(2) A public body or a person acting on behalf of a public body shall not take any adverse employment action against an employee because the employee has complied with a request or requirement to produce a record or provide information or evidence to the Ombudsman, or a person acting for or under the direction of the Ombudsman, under this Act.

b) de l'omission de donner les avis exigés par la présente loi dans les cas où ils ont fait preuve de la diligence nécessaire pour les donner.

Infractions

85(1) Commet une infraction et encourt, sur déclaration de culpabilité par procédure sommaire, une amende maximale de 50 000 $ quiconque volontairement :

a) communique des renseignements personnels contrairement à la partie 3 de la présente loi;

b) fait une fausse déclaration à l'ombudsman ou à toute autre personne dans l'exercice des attributions prévues par la présente loi ou trompe ou tente de tromper l'ombudsman ou l'autre personne;

c) entrave l'action de l'ombudsman ou de toute autre personne dans l'exercice des attributions prévues par la présente loi;

d) détruit des documents que vise la présente loi ou efface des renseignements qui s'y trouvent dans l'intention de se soustraire à une demande de communication.

Prescription

85(2) Les poursuites visant une infraction à la présente loi se prescrivent par deux ans à compter de la date à laquelle elle aurait été perpétrée.

Défense

86(1) Nul ne commet une infraction à un autre texte du fait qu'il produit des documents ou fournit des renseignements ou des preuves à l'ombudsman ou à une personne agissant pour lui ou sous son autorité, sous le régime de la présente loi, afin de se plier à une demande ou de remplir une obligation.

Mesures répressives

86(2) Il est interdit aux organismes publics et aux personnes qui agissent pour eux de prendre des mesures répressives liées à l'emploi contre les employés qui produisent des documents ou fournissent des renseignements ou des preuves à l'ombudsman ou à une personne agissant pour lui ou sous son autorité, sous le régime de la présente loi, afin de se plier à une demande ou de remplir une obligation.

Regulations

87 The Lieutenant Governor in Council may make regulations

(a) designating a person or group of persons as the head of a public body for the purpose of clause (d) of the definition "head" in section 1;

(b) designating agencies, boards, commissions, corporations, offices, associations or other bodies as educational bodies, government agencies, health care bodies or local government bodies;

(c) designating public registries for the purpose of the definition "public registry" in section 1;

(d) respecting fees to be paid under this Act and providing for circumstances in which fees may be waived in whole or in part;

(e) respecting forms for the purposes of this Act;

(f) respecting procedures to be followed in making, transferring, and responding to requests under Part 2 of this Act;

(g) for the purpose of clause 40(2)(b), governing policies of public bodies concerning retention periods for personal information and respecting the destruction of personal information;

(h) respecting the giving of consents by individuals under this Act;

(i) respecting written agreements for the purposes of sections 44, 46 and 47;

(j) respecting standards for and requiring administrative, technical and physical safeguards to ensure the security and confidentiality of records and personal information in the custody or under the control of public bodies;

Règlements

87 Le lieutenant-gouverneur en conseil peut, par règlement :

a) désigner une ou des personnes à titre de responsable d'un organisme public pour l'application de l'alinéa d) de la définition de « responsable » à l'article 1;

b) désigner des organismes à titre d'organismes d'éducation, d'organismes gouvernementaux, d'organismes de soins de santé ou d'organismes d'administration locale;

c) désigner des registres publics pour l'application de la définition de « registre public » à l'article 1;

d) prendre des mesures concernant les droits à payer en vertu de la présente loi et prévoir les circonstances dans lesquelles il peut être renoncé en tout ou en partie à leur paiement;

e) prévoir des formules pour l'application de la présente loi;

f) établir les formalités à suivre pour la présentation des demandes visées par la partie 2 de la présente loi, leur transmission et les réponses à y apporter;

g) pour l'application de l'alinéa 40(2)b), régir les directives des organismes publics relativement aux périodes de conservation des renseignements personnels et prendre des mesures concernant la destruction de ces renseignements;

h) prendre des mesures concernant les consentements que doivent donner les particuliers sous le régime de la présente loi;

i) prendre des mesures concernant les accords écrits pour l'application des articles 44, 46 et 47;

j) prendre des mesures concernant les normes applicables aux garanties administratives, techniques et physiques et exiger l'établissement de ces garanties afin que soient assurées la sécurité et la confidentialité des documents et des renseignements personnels relevant d'organismes publics;

(k) respecting the appointment of members of the review committee established under section 77 and governing the duties and functions of the review committee and all related matters;

(l) respecting the kind of information that public bodies must provide to the responsible minister, including information the minister requires for preparing the directory under section 75 or the annual report under section 83;

(m) providing that other enactments of Manitoba, or any provisions of them, prevail despite this Act;

(n) defining any word or expression used in this Act but not defined in this Act;

(o) respecting any other matter the Lieutenant Governor in Council considers necessary or advisable to carry out the intent of this Act.

k) prendre des mesures concernant la nomination des membres du comité de révision constitué en application de l'article 77 et régir les attributions de ce comité ainsi que les questions connexes;

l) prendre des mesures concernant le genre de renseignements que les organismes publics doivent fournir au ministre responsable, y compris les renseignements que le ministre exige pour la préparation du répertoire que vise l'article 75 ou le rapport annuel que vise l'article 83;

m) prévoir que d'autres textes du Manitoba, ou certaines de leur dispositions, l'emportent malgré la présente loi;

n) définir des termes ou des expressions qui sont utilisés dans la présente loi mais qui n'y sont pas définis;

o) prendre toute autre mesure nécessaire ou utile à l'application de la présente loi.

PART 7

CONSEQUENTIAL, REVIEW, REPEAL AND COMING INTO FORCE

CONSEQUENTIAL AMENDMENTS

88 to 97 **NOTE: These sections contained consequential amendments to other Acts, which amendments are now included in those Acts.**

REVIEW

Review of this Act

98 Within five years after section 7 comes into force, the minister shall undertake a comprehensive review of the operation of this Act that involves public representations and shall, within one year after the review is undertaken or within such further time as the Legislative Assembly may allow, submit a report on the review to the Assembly.

REPEAL AND C.C.S.M. REFERENCE

Repeal

99 *The Freedom of Information Act*, S.M. 1985-86, c. 6, is repealed.

C.C.S.M. reference

100 This Act may be cited as *The Freedom of Information and Protection of Privacy Act* and referred to as chapter F175 of the *Continuing Consolidation of the Statutes of Manitoba*.

PARTIE 7

MODIFICATIONS CORRÉLATIVES, RÉVISION, ABROGATION ET ENTRÉE EN VIGUEUR

MODIFICATIONS CORRÉLATIVES

88 à 97 **NOTE : Les modifications corrélatives que contenaient les articles 88 à 97 ont été intégrées aux lois auxquelles elles s'appliquaient.**

RÉVISION

Révision de la présente loi

98 Le ministre procède à une révision complète de la présente loi dans les cinq ans suivant l'entrée en vigueur de l'article 7; à cette occasion, il permet au public de présenter des observations. De plus, il présente à l'Assemblée législative un rapport sur ses travaux dans un délai d'un an suivant leur début ou dans le délai supplémentaire que lui accorde l'Assemblée.

ABROGATION ET *CODIFICATION PERMANENTE*

Abrogation

99 Est abrogée la *Loi sur la liberté d'accès à l'information*, chapitre 6 des *L.M. 1985-86*.

Codification permanente

100 La présente loi peut être citée sous le titre : *Loi sur l'accès à l'information et la protection de la vie privée*. Elle constitue le chapitre F175 de la *Codification permanente des lois du Manitoba*.

COMING INTO FORCE

Coming into force of Act

101(1) Except as provided in subsection (3), this Act comes into force on a day fixed by proclamation.

Coming into force for local public bodies

101(2) The proclamation of clause (d) of the definition "head" in section 1, clause (e) of the definition "public body" in section 1, and sections 4(f), 20(2), 21(2), 22, 46(4), 49(a)(ii), 75(5) and 80, or any portion of them, may relate to all or any of the following categories of local public bodies:

(a) educational bodies;

(b) health care bodies;

(c) local government bodies.

Coming into force for The City of Winnipeg

101(2.1) If a proclamation under subsection (2) relates to local government bodies, the proclamation may be made applicable to The City of Winnipeg at an earlier date than to other local government bodies.

Act continues on page 74.

ENTRÉE EN VIGUEUR

Entrée en vigueur

101(1) Sous réserve du paragraphe (3), la présente loi entre en vigueur à la date fixée par proclamation.

Entrée en vigueur pour les organismes publics locaux

101(2) L'entrée en vigueur de l'alinéa d) de la définition de « responsable » à l'article 1, de l'alinéa e) de la définition de « organisme public » à l'article 1, de l'alinéa 4f), des paragraphes 20(2) et 21(2) de l'article 22, du paragraphe 46(4), du sous-alinéa 49a)(ii), du paragraphe 75(5) et de l'article 80, ou d'une partie de ces dispositions, peut toucher l'ensemble ou certaines des catégories suivantes d'organismes publics locaux :

a) les organismes d'éducation;

b) les organismes de soins de santé;

c) les organismes d'administration locale.

Entrée en vigueur pour la Ville de Winnipeg

101(2.1) La proclamation que vise le paragraphe (2), si elle touche des organismes d'administration locale, peut s'appliquer à la Ville de Winnipeg à une date antérieure à celle prévue pour les autres organismes d'administration locale.

Suite à la page 74.

Coming into force of Division 1 of Parts 2 and 3
101(3) If *The Personal Health Information Act* is not in force on the day this Act is proclaimed, Division 1 of Part 2 and Division 1 of Part 3 do not come into force on the proclamation of this Act but instead come into force on the day *The Personal Health Information Act* comes into force.

S.M. 1998, c. 45, s. 10.

NOTE: S.M. 1997, c. 50, except clause (d) of the definition "head" in section 1, clause (e) of the definition "public body" in section 1, and sections 4(f), 20(2), 21(2), 22, 46(4), 49(a)(ii), 75(5) and 80, was proclaimed in force May 4, 1998.
The provisions enumerated above were proclaimed in force in relation to The City of Winnipeg on August 31, 1998, and in relation to educational bodies, health care bodies, and local government bodies except The City of Winnipeg on April 3, 2000.

Entrée en vigueur de la section 1 des parties 2 et 3
101(3) La section 1 de la partie 2 et la section 1 de la partie 3 entrent en vigueur à la date d'entrée en vigueur de la *Loi sur les renseignements médicaux personnels*, si cette loi n'est pas en vigueur à la date d'entrée en vigueur de la présente loi.

L.M. 1998, c. 45, art. 10.

NOTE : Le chapitre 50 des *L.M. 1997*, sauf l'alinéa d) de la définition de « responsable d'organisme public » à l'article 1, de l'alinéa e) de la définition d'« organisme public » à l'article 1, ainsi que de l'alinéa 4f), des paragraphes 20(2) et 21(2), de l'article 22, du paragraphe 46(4), du sous-alinéa 49a)(ii), du paragraphe 75(5) et de l'article 80, est entré en vigueur par proclamation le 4 mai 1998.
Les dispositions indiquées ci-dessus sont en vigueur depuis le 31 août 1998. Toutefois, si elles s'appliquent aux organismes d'éducation, de soins de santé et d'administration locale, à l'exception de la ville de Winnipeg, elles sont en vigueur depuis le 3 avril 2000.

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du Manitoba

THE FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT
(C.C.S.M. c. F175)

Access and Privacy Regulation

Regulation 64/98
Registered April 17, 1998

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All persons making use of this consolidation are reminded that it has no legislative sanction. Amendments have been inserted into the base regulation for convenience of reference only. The original regulation should be consulted for purposes of interpreting and applying the law. Only amending regulations which have come into force are consolidated. This regulation consolidates the following amendments: 95/98.

LOI SUR L'ACCÈS À L'INFORMATION ET LA PROTECTION DE LA VIE PRIVÉE
(c. F175 de la C.P.L.M.)

Règlement sur l'accès à l'information et la protection de la vie privée

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Veuillez noter que la présente codification n'a pas été sanctionnée par le législateur. Les modifications ont été apportées au règlement de base dans le seul but d'en faciliter la consultation. Le lecteur est prié de se reporter au règlement original pour toute question d'interprétation ou d'application de la loi. La codification ne contient que les règlements modificatifs qui sont entrés en vigueur. Le présent règlement regroupe les modifications suivantes : 95/98.

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DEFINITIONS

Definitions
1 In this regulation,

"Access and Privacy Directory" means the directory required under section 75 of the Act to assist in identifying and locating records in the custody or under the control of public bodies; (*« Répertoire d'accès à l'information et de protection de la vie privée »*)

"access and privacy officer" means any employee of a public body to whom the head has delegated a duty or power under section 81 of the Act; (« agent d'accès à l'information et de protection de la vie privée »)

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DÉFINITIONS

Définitions
1 Les définitions qui suivent s'appliquent au présent règlement.

« agent d'accès à l'information et de protection de la vie privée » Employé d'un organisme public à qui le responsable de l'organisme a délégué des attributions en vertu de l'article 81 de la *Loi*. ("access and privacy officer")

« Loi » La *Loi sur l'accès à l'information et la protection de la vie privée*. ("Act")

"Act" means *The Freedom of Information and Protection of Privacy Act.* (« *Loi* »)

ACCESS AND PRIVACY COORDINATOR

Appointment of access and privacy coordinator
2 Every public body shall appoint an employee as an access and privacy coordinator who is responsible for receiving applications for access to records and for the day-to-day administration of the Act.

APPLICATIONS

Application for access
3(1) A person requesting access to a record shall complete an application in Form 1 of Schedule A.

3(2) Where practicable, the application must be submitted to the access and privacy coordinator at the location of the public body identified in the *Access and Privacy Directory*.

3(3) An application shall be date stamped on the day it is received.

3(4) If the public body considers that verification of the applicant's identity or that of a third party is necessary in order to respond to the application, the public body may at any time require the applicant to provide suitable identification.

« Répertoire d'accès à l'information et de protection de la vie privée » Le répertoire qui est requis sous le régime de l'article 75 de la *Loi* afin d'aider à déterminer et à retrouver les documents qui relèvent d'organismes publics. (*"Access and Privacy Directory"*)

COORDONNATEUR DE L'ACCÈS À L'INFORMATION ET DE LA PROTECTION DE LA VIE PRIVÉE

Nomination du coordonnateur de l'accès à l'information et de la protection de la vie privée
2 Chaque organisme public nomme un employé à titre de coordonnateur de l'accès à l'information et de la protection de la vie privée, lequel est responsable de la réception des demandes de communication de documents et de l'application quotidienne de la *Loi*.

DEMANDES

Demandes de communication
3(1) Les personnes qui demandent la communication d'un document remplissent une demande selon la formule 1 de l'annexe A.

3(2) Si possible, les demandes sont présentées au coordonnateur de l'accès à l'information et de la protection de la vie privée à l'endroit indiqué dans le *Répertoire d'accès à l'information et de protection de la vie privée.*

3(3) Les demandes sont frappées du timbre-dateur le jour de leur réception.

3(4) L'organisme public peut en tout temps exiger que l'auteur de la demande fournisse des pièces d'identité suffisantes s'il est d'avis qu'il est nécessaire de vérifier son identité ou celle d'un tiers pour donner suite à la demande.

FEES

Search and preparation fee

4(1) An applicant shall pay a search and preparation fee to the public body whenever the public body estimates that search and preparation related to the application will take more than two hours.

4(2) The fee payable for search and preparation is $15.00 for each half-hour in excess of two hours.

4(3) When calculating search and preparation time, a public body shall include time spent in severing any relevant record under subsection 7(2) of the Act, but shall not include time spent

(a) in connection with transferring an application to another public body under section 16 of the Act;

(b) preparing an estimate of fees under section 7;

(c) reviewing any relevant record to determine whether any of the exceptions to disclosure apply, prior to any severing of the record;

(d) copying a record supplied to the applicant; or

(e) preparing an explanation of a record under subsection 14(2) of the Act.

Copying fees

5(1) An applicant who is given a copy of a record shall pay the following copying fees to the public body:

(a) 20 cents for each page for paper copies made by a photocopier or computer printer;

(b) 50 cents for each page for paper copies made from a micro printer;

(c) actual costs for any other method of providing copies.

DROITS

Droits de recherche et de préparation

4(1) L'auteur de la demande paie un droit de recherche et de préparation à l'organisme public lorsque celui-ci juge que la recherche et la préparation liées à la demande prendra plus de deux heures.

4(2) Le droit payable pour la recherche et la préparation est de 15 $ pour chaque demi-heure qui s'ajoute aux deux premières heures.

4(3) Lorsqu'il calcule le temps de recherche et de préparation, l'organisme public tient compte du temps qu'il a fallu pour prélever des renseignements dans les documents pertinents en vertu du paragraphe 7(2) de la *Loi*. Est exclu toutefois du calcul le temps consacré :

a) à la transmission d'une demande à un autre organisme public en vertu de l'article 16 de la *Loi*;

b) à l'estimation des droits en vertu de l'article 7;

c) à l'examen des documents pertinents afin que l'organisme détermine, avant le prélèvement de renseignements dans ceux-ci, si certaines exceptions à la communication s'appliquent ou non;

d) à la reproduction d'un document fourni à l'auteur de la demande;

e) à la fourniture de renseignements supplémentaires relatifs à un document en vertu du paragraphe 14(2) de la *Loi*.

Droits de copie

5(1) L'auteur de la demande qui reçoit copie d'un document paie les droits de copie suivants à l'organisme public :

a) 20 cents la page pour les copies faites à l'aide d'une machine à photocopier ou d'une imprimante d'ordinateur;

b) 50 cents la page pour les copies produites à l'aide d'une imprimante pour microfilm;

c) les frais réels liés à tout autre mode de fourniture de copies.

5(2) Despite subsection (1), an applicant requesting copies of his or her own personal information is not required to pay a copying fee if the total copying fee payable is less than $10.00.

Computer programming and data processing fees
6 When a public body needs to use computer programming or incurs data processing costs in responding to an application, the applicant shall pay to the public body

(a) $10.00 for each fifteen minutes of internal programming or data processing; or

(b) the actual cost of external programming or data processing incurred by the public body.

Matters for which no fee is payable
7 No fee is payable by an applicant for

(a) making an application for access to a record;

(b) using the *Access and Privacy Directory*, any file list, file plan or similar record used by a public body to identify, locate or describe records, unless the applicant requires a copy, in which case 20 cents is payable for each page; or

(c) regular mailing costs, other than special courier delivery which shall be charged to the applicant at actual cost.

5(2) Malgré le paragraphe (1), la personne qui fait une demande de communication de renseignements la concernant n'est pas tenue de payer un droit de copie si le total de ce droit est inférieur à 10 $.

Droits relatifs à la programmation informatique et au traitement de données
6 Lorsque, pour faire suite à une demande, l'organisme public doit utiliser une programmation informatique ou engage des frais de traitement de données, l'auteur de la demande paie à l'organisme :

a) 10 $ pour chaque période de quinze minutes de programmation ou de traitement de données effectué au sein de l'organisme;

b) le coût réel de la programmation ou du traitement de données effectué par un autre organisme.

Non-paiement des droits
7 L'auteur de la demande ne paie aucun droit :

a) lorsqu'il présente une demande de communication d'un document;

b) lorsqu'il utilise le *Répertoire d'accès à l'information et de protection de la vie privée*, une liste de fichiers, une description de fichiers ou des documents semblables à ceux qu'utilisent les organismes publics pour déterminer, retrouver ou désigner des documents; un droit de 20 cents par page est toutefois exigible lorsqu'il demande une copie;

c) pour les frais de courrier ordinaire, à l'exception des frais de courrier par exprès dont il doit payer le coût réel.

ESTIMATE OF FEES

Estimate of fees
8(1) In accordance with subsection 82(2) of the Act, a public body shall give an applicant an estimate of fees in Form 2 of Schedule A when it reasonably considers that, in responding to the request,

(a) search and preparation is likely to take longer than two hours; or

(b) computer programming or data processing fees will be incurred.

8(2) After receiving an estimate of fees, an applicant who still wishes to proceed with the application shall sign and return a copy of Form 2 of Schedule A to the public body along with payment of the estimated fees.

8(3) The estimate of fees is binding on the public body, and if the actual cost of search and preparation or computer programming or data processing is less than the estimate, the public body shall refund the difference to the applicant.

8(4) In addition, a public body shall refund the amount of estimated fees paid by an applicant if access to every record the applicant has requested is refused.

WAIVER OF FEES

Waiver of fees
9(1) At the applicant's request, the head of a public body may waive all or part of the fees payable under this regulation if the head is satisfied that

(a) payment would impose an unreasonable financial hardship on the applicant;

ESTIMATION DES DROITS

Estimation des droits
8(1) Les organismes publics, conformément au paragraphe 82(2) de la *Loi*, remettent aux auteurs des demandes une estimation des droits rédigée selon la formule 2 de l'annexe A lorsqu'ils jugent que, pour donner suite aux demandes :

a) soit la recherche et la préparation prendront vraisemblablement plus de deux heures;

b) soit des frais de programmation ou de traitement de données seront engagés.

8(2) Après avoir reçu l'estimation des droits, l'auteur de la demande signe et renvoie à l'organisme public une copie de la formule 2 de l'annexe A accompagnée du paiement des droits estimatifs s'il désire toujours recevoir communication de documents.

8(3) L'estimation des droits lie l'organisme public. De plus, si le coût réel de recherche et de préparation, de programmation informatique ou de traitement de données est inférieur à l'estimation, l'organisme rembourse la différence à l'auteur de la demande.

8(4) L'organisme public rembourse à l'auteur de la demande le montant des droits estimatifs payés si sa demande est refusée en entier.

RENONCIATION AUX DROITS

Renonciation aux droits
9(1) Le responsable d'un organisme public peut renoncer à la totalité ou à une partie des droits que l'auteur de la demande doit payer sous le régime du présent règlement si celui-ci lui en fait la demande et s'il est convaincu :

a) que le paiement des droits causerait à l'auteur de la demande des difficultés financières déraisonnables;

(b) the request for access relates to the applicant's own personal information and waiving the fees would be reasonable and fair in the circumstances; or

(c) the record relates to a matter of public interest concerning public health or safety or the environment.

9(2) Either when access is granted or before it is granted, the head of the public body shall inform the applicant in writing as to the head's decision about waiving the fees.

9(3) In this section, "head", in relation to a public body that is a department, means the deputy minister of the department or person holding an equivalent office.

FORM OF COMPLAINT

Form of complaint
10 A complaint to the Ombudsman under Part 5 of the Act shall be in Form 3 of *Schedule A*.

DESIGNATION OF GOVERNMENT AGENCIES AND PUBLIC REGISTRIES

Designation of government agencies
11 The bodies set out in Schedule B are designated as government agencies for the purposes of the Act.

Designation of public registries
12 The registries of information set out in Schedule C are designated as public registries for the purposes of the Act.

b) que la demande de communication se rapporte *aux renseignements personnels de l'auteur de la* demande et que la renonciation aux droits serait raisonnable et juste dans les circonstances;

c) que le document se rapporte à une question d'intérêt public touchant la santé publique, la sécurité ou l'environnement.

9(2) Le responsable de l'organisme public informe par écrit l'auteur de la demande de la décision qu'il a prise concernant la renonciation aux droits, lorsque la demande de communication de documents est accordée ou avant qu'elle ne le soit.

9(3) Dans le présent article, le responsable d'un organisme public qui est un ministère désigne le sous-ministre du ministère ou une personnne occupant un poste équivalent.

FORME DES PLAINTES

Forme des plaintes
10 Les plaintes déposées auprès de l'ombudsman sous le régime de la partie 5 de la *Loi* sont rédigées selon la formule 3 de l'annexe A.

DÉSIGNATION DES ORGANISMES GOUVERNEMENTAUX ET DES REGISTRES PUBLICS

Désignation des organismes gouvernementaux
11 Les organismes indiqués à l'annexe B sont désignés à titre d'organismes gouvernementaux pour l'application de la *Loi*.

Désignation des registres publics
12 Les registres de renseignements indiqués à l'annexe C sont désignés à titre de registres publics pour l'application de la *Loi*.

REVIEW COMMITTEE

Privacy Assessment Review Committee
13(1) The review committee established under section 77 of the Act shall consist of the Provincial Archivist as well as an appointee of the deputy minister of each of the following departments:

(a) the Department of Consumer and Corporate Affairs;

(b) the Department of Education and Training;

(c) the Department of Family Services;

(d) the Department of Health;

(e) the Department of Highways and Transportation;

(f) the Department of Industry, Trade and Tourism;

(g) the Department of Justice.

13(2) The Provincial Archivist is the chairperson of the review committee.

13(3) Five members of the committee are a quorum.

Repeal
14 The *Access to Records Regulation*, Manitoba Regulation 296/88, is repealed.

Coming into force
15 This regulation comes into force on May 4, 1998.

COMITÉ D'ÉVALUATION

Comité d'évaluation
13(1) Le Comité d'évaluation constitué sous le régime de l'article 77 de la *Loi* est composé de l'archiviste provincial ainsi que du délégué du sous-ministre des ministères suivants :

a) le ministère de la Consommation et des Corporations;

b) le ministère de l'Éducation et de la Formation professionnelle;

c) le ministère des Services à la famille;

d) le ministère de la Santé;

e) le ministère de la Voirie et du Transport;

f) le ministère de l'Industrie, du Commerce et du Tourisme;

g) le ministère de la Justice.

13(2) L'archiviste provincial est le président du Comité d'évaluation.

13(3) Le quorum est constitué par cinq membres du Comité.

Abrogation
14 Le *Règlement sur la communication de documents*, *R.M.* 296/88, est abrogé.

Entrée en vigueur
15 Le présent règlement entre en vigueur le 4 mai 1998.

SCHEDULE A
Form 1
(Subsection 3[1])
APPLICATION FOR ACCESS

Please see reverse for instructions

Applicant

Surname: ______________________ **First Name:** ______________
Address: ____
____
______________________ **Postal Code:** ______________

Daytime Telephone Number: ______________ **Fax Number:** ______________

What Information Are You Requesting? Please check one ✓

My own personal information ___
General information ___
Personal information for another person (*Attach proof of authority*) ___

I wish to obtain access to the following records:

Applicant's Signature: ______________________

For Public Body Use Only
Date Received: ______________________ **Number:** ______________

INSTRUCTIONS

(APPLICATION FOR ACCESS FORM)

Please

- Make only one request on each application form.
- Describe the records or information to which you want access in as much detail as possible.
- Send or take this form to the Access and Privacy Coordinator of the public body most likely to have the records you wish access to. Addresses of Coordinators are provided in the ***Access and Privacy Directory*** found in most public body offices and public libraries, or on the **Internet** at www.gov.mb.ca.

  The addresses may also be obtained by calling the

  - Government Records Office (945-3738 or toll free in Manitoba 1-800-617-3588)

    or
  - Citizens' Inquiry Service (945-3744 or toll free in Manitoba 1-800-282-8060)
- Keep a copy for your records.
- Note that you may be asked to pay certain costs as prescribed by Regulation, before gaining access to records.
- Note that if the public body does not respond within 30 days of receipt of this application, or if the public body extends this 30-day time period under subsection 15(2) of the Act, you may file a complaint with the Office of the Ombudsman.

Personal information collected on this form is protected by
The Freedom of Information and Protection of Privacy Act
and will be used only to respond to this request.
Inquiries about the use and protection of this personal information
should be directed to the Access and Privacy Coordinator
of the public body to whom the application is sent.

SCHEDULE A
Form 2
(Subsection 8[1])

ESTIMATE OF COSTS

In accordance with subsection 82(2), you are being advised by this estimate that there is a fee payable for responding to your application for access to records. The estimate is as follows, based on charges authorized under sections 4 and 6 of the *Access and Privacy Regulation*:

APPLICATION NUMBER:__________________

Search and Preparation Fee:

Time in excess of two hours . . . . __________hours

Estimated cost (at $15.00 each half hour) . . . . $__________

Computer Programming and Data Processing Fee:

- Internal work

  Time estimate . . . . __________minutes

  Estimated cost (at $10.00 each 15 minutes) . . . . $__________

- External Work

  Estimated cost (at actual cost) . . . . $__________

Total of estimated costs . . . $__________

Please note: There is generally an additional charge for obtaining copies.

A refund will be made if access to every record requested is refused, or if the actual cost is less than this estimate.

Signed: ____

(Access and Privacy Officer or Coordinator)

Name of Public Body: __________________________________

Address: ____

Date: ______________________

Please indicate your willingness to proceed by signing below and returning a copy of this form with a cheque payable to __________________________________. Applicants have up to 30 days from the date the estimate is given to indicate if it is accepted or to modify the request in order to change the amount of the fees. After this period, the application would be considered to be abandoned. We shall notify you when the records are ready.

Applicant's Signature: **Date:**

SCHEDULE A
Form 3
(Section 10)

COMPLAINT

TO THE MANITOBA OMBUDSMAN:

I wish to complain under *The Freedom of Information and Protection of Privacy Act* that:

Check (✓)

____ I have not received a reply to my application. It has been ______ days since I applied.

____ I have received notice that an extension beyond 30 days is being sought. I contest the need for this extension.

____ I have been denied access to all or part of the records for which I applied.

____ My request for correction to my personal information as provided for in section 39 has been refused.

____ As a third party, I wish to contest under section 59(2) the public body's decision to give access to records against my wish.

____ I believe my own personal information has been collected (____), or used (____), or disclosed (____) in violation of Part 3, Protection of Privacy.

____ As a relative of a deceased person, I contest the decision of a public body not to disclose my relative's personal information under clause 44(1)(z).

____ Other? Please specify: ____
____

Surname: ______________________ **First Name:** ______________________
Address: ____
____
______________________ **Postal Code:** ______________________
Daytime Telephone Number: ______________________ **Fax Number:** ______________________

PLEASE SEND THIS FORM TO:

Manitoba Ombudsman
750 - 500 Portage Avenue
Winnipeg, Manitoba R3C 3X1

For the use of the
OFFICE OF THE OMBUDSMAN: ***Complaint received on*** ______________________ ***(Date).***

ANNEXE A
Formule 1
[Paragraphe 3(1)]

DEMANDE DE COMMUNICATION DE DOCUMENTS

Voir les directives au verso

Auteur de la demande

Nom : ____________________ Prénom : ____________________

Adresse : ____

____

____________________ Code postal : ____________________

Numéro de téléphone (jour) : ____________________ Numéro de télécopieur : ____________________

Quels renseignements demandez-vous? Veuillez cocher à l'endroit approprié ✓

Renseignements personnels à mon sujet ___

Renseignements généraux ___

Renseignements personnels au sujet d'un tiers (joindre une preuve d'autorisation) ___

Je désire obtenir la communication des documents suivants :

Signature de l'auteur de la demande : ____________________

RÉSERVÉ À L'USAGE EXCLUSIF DE L'ORGANISME PUBLIC

Date de réception : ____________________ **Numéro :** ____________________

DIRECTIVES

(FORMULE – DEMANDE DE COMMUNICATION DE RENSEIGNEMENTS)

Remarques :

- Ne faites qu'une seule demande par formule.
- Décrivez de la façon la plus détaillée possible les documents ou les renseignements dont vous voulez obtenir la communication.
- Envoyez ou remettez la présente formule au coordonnateur de l'accès à l'information et de la protection de la vie privée de l'organisme public qui a vraisemblablement les documents dont vous demandez la communication. Les adresses des coordonnateurs sont indiquées dans le ***Répertoire d'accès à l'information et de protection de la vie privée*** que vous pouvez consulter dans la plupart des bureaux des organismes gouvernementaux et dans les bibliothèques publiques. Vous pouvez aussi obtenir ces adresses sur le réseau **Internet** à l'adresse suivante : www.gov.mb.ca ou en téléphonant :
  - au Bureau des documents du gouvernement, au 945-3738 (numéro sans frais au Manitoba : 1-800-617-3588);
  - au Service de renseignements au public, au 945-3744 (numéro de téléphone sans frais au Manitoba : 1-800-282-8060).
- Gardez une copie pour vos dossiers.
- Vous pouvez avoir à payer certains frais prévus par les règlements avant d'avoir accès aux documents dont vous avez demandé la communication.
- Vous pouvez déposer une plainte auprès du Bureau de l'ombudsman si l'organisme public n'a pas répondu à votre demande dans les 30 jours suivant sa réception ou s'il proroge ce délai en vertu du paragraphe 15(2) de la *Loi*.

Les renseignements personnels recueillis dans la présente formule sont protégés par la *Loi sur l'accès à l'information et la protection de la vie privée* et ne seront utilisés que pour répondre à la présente demande. Les questions concernant l'utilisation et la protection de ces renseignements personnels devraient être adressées au coordonnateur de l'accès à l'information et de la protection de la vie privée de l'organisme public à qui la demande est envoyée.

ANNEXE A
Formule 2
[Paragraphe 8(1)]

ESTIMATION DES DROITS

Sachez qu'en conformité avec le paragraphe 82(2), vous devez payer des droits pour votre demande de communication de renseignements. L'estimation des droits, basée sur les frais autorisés par les articles 4 et 6 du *Règlement sur l'accès à l'information et la protection de la vie privée*, est la suivante :

NUMÉRO DE LA DEMANDE : ____________________

Droit de recherche et de préparation :

Période supérieure à deux heures .... __________ heures
Coût estimatif (15 $ pour chaque demi-heure) .... ________ $

Droit relatif à la programmation informatique et au traitement de données :

- Travail au sein de l'organisme
  Estimation du temps de travail .... __________ minutes
  Coût estimatif (10 $ pour chaque quinze minutes) .... ________ $
- Travail effectué par un autre organisme
  Coût estimatif (coût réel) .... ________ $

Total des coûts estimatifs ..... ________ $

Remarque : Vous devez payer habituellement un droit additionnel si vous désirez obtenir des copies.

Vous serez remboursé(e) si la communication de tous les documents que vous avez demandés vous est refusée ou si le coût réel est inférieur à la présente estimation.

Signature : ____
(Agent d'accès à l'information et de protection de la vie privée ou coordonnateur de l'accès à l'information et de la protection de la vie privée)

Nom de l'organisme public : ________________________________

Adresse : ____

Date : ____________________________

Si vous désirez toujours recevoir communication des documents, veuillez signer ci-dessous et nous renvoyer une copie de la présente formule accompagnée d'un chèque fait à l'ordre de ____________________. Vous disposez d'un délai de 30 jours à partir de la date de la présente estimation pour indiquer si vous acceptez celle-ci ou pour modifier votre demande en vue de faire changer le montant des droits. Après ce délai, vous serez réputé(e) avoir renoncé à votre demande.

Signature de l'auteur de la demande : **Date :**

ANNEXE A
Formule 3
(Article 10)
PLAINTE

À L'OMBUDSMAN DU MANITOBA :

Je désire déposer une plainte sous le régime de la *Loi sur l'accès à l'information et la protection de la vie privée.*

Veuillez cocher les cases appropriées (✓)

_______ Je n'ai pas reçu de réponse à ma demande. J'ai présenté ma demande il y a _______ jours.

_______ J'ai été avisé(e) de la prorogation du délai de 30 jours. Je conteste la nécessité de proroger ce délai.

_______ L'accès à la totalité ou à une partie des documents dont j'avais demandé la communication m'a été refusé.

_______ La demande que j'ai faite en vertu de l'article 39 en vue de la correction de renseignements personnels me concernant a été refusée.

_______ En tant que tiers, je désire contester en vertu du paragraphe 59(2) la décision de l'organisme public de donner communication de documents contre ma volonté.

_______ Je crois que les renseignements personnels me concernant ont été recueillis (_______), utilisés (_____) ou communiqués (_____) en contravention avec la partie 3 (Protection de la vie privée).

_______ En tant que parent d'un défunt, je conteste la décision de l'organisme public de ne pas me communiquer les renseignements personnels concernant le défunt, contrairement à ce que prévoit l'alinéa 44(1)z).

_______ Autre (précisez) : ______________________________
____

Nom : ______________________ **Prénom :** ______________________

Adresse : ______________________________

____

______________________ **Code postal :** ______________________

Numéro de téléphone (jour) : ______________________ **Numéro de télécopieur :** ______________________

ENVOYEZ LA PRÉSENTE FORMULE À :

Ombudsman du Manitoba
500, avenue Portage, bureau 750
Winnipeg (Manitoba)
R3C 3X1

RÉSERVÉ À L'USAGE DU BUREAU DE L'OMBUDSMAN

Date de réception de la plainte : ______________________.

SCHEDULE B
(Section 11)

GOVERNMENT AGENCIES

AGRICULTURE
Manitoba Livestock Manure Management Initiative Inc.

CONSUMER AND CORPORATE AFFAIRS
Landlord and Tenant Advisory Committee

EDUCATION AND TRAINING
Advisory Council on Education Finance
Apprenticeship and Trades Qualifications Board and Trades Advisory Committees
Board of Teacher Education and Certification
Certificate Review Committee
Council on Learning Technologies
Collective Agreement Board
Provincial Evaluations Committee

ENVIRONMENT
Manitoba Product Stewardship Corporation
Tire Stewardship Board

EXECUTIVE COUNCIL
Manitoba Round Table on the Environment and the Economy

FAMILY SERVICES
Anishinaabe Child and Family Services -- West
Awasis Agency of Northern Manitoba
Children's Aid Society of Manitoba operating as Child and Family Services of Central Manitoba
Child and Family Services of Western Manitoba
Chiropractic Review Panel
Cree Nation Child and Family Caring Agency
Dakota Ojibway Child and Family Services
Dental Review Committee
Island Lake First Nations Family Services

ANNEXE B
(Article 11)

ORGANISMES GOUVERNEMENTAUX

AGRICULTURE
Manitoba Livestock Manure Management Initiative Inc.

CONSOMMATION ET CORPORATIONS
Comité consultatif des locateurs et locataires

ÉDUCATION ET FORMATION PROFESSIONNELLE
Comité consultatif sur le financement de l'éducation
Commission de l'apprentissage et de la qualification professionnelle/Comités consultatifs des métiers
Comité consultatif sur la formation des enseignants et les brevets d'enseignement
Comité de révision des brevets
Conseil sur les technologies d'apprentissage
Commission des conventions collectives
Comité provincial d'évaluation

ENVIRONNEMENT
Manitoba Product Stewardship Corporation
Commission de gestion des pneus

CONSEIL EXÉCUTIF
Table ronde sur l'environnement et l'économie du Manitoba

SERVICES À LA FAMILLE
Services à l'enfant et à la famille d'Anishinaabe – Ouest
Office d'Awasis du nord du Manitoba
Société d'aide à l'enfant du centre du Manitoba fonctionnant à titre d'Office des services à l'enfant et à la famille du centre du Manitoba
Services à l'enfant et à la famille de l'ouest du Manitoba
Comité d'études des dossiers des soins de chiropratique
Office de soins à l'enfant et à la famille de la nation crie
Services à l'enfant et à la famille de Dakota Ojibway
Comité d'étude des dossiers des soins dentaires
Services à la famille de la première nation d'Island Lake

Jewish Child and Family Services
Manitoba Community Services Council
Southeast Child and Family Services
Taking Charge! Inc.
West Region Child and Family Services
Winnipeg Child and Family Services

FINANCE

Government Information Systems Management Organization (Man.) Inc.
Health Information Services of Manitoba Inc.
Manitoba Games Council
Sport Manitoba
Tax Appeals Commission

HEALTH

Advisory Committee on Aids
Advisory Committee on Continuing Care Program
Appeal Panel for Home Care

HIGHWAYS AND TRANSPORTATION

Taxicab Board

HOUSING

Manitoba Housing Authority

JUSTICE

Community Justice Committees
Community Notification Advisory Committee
Manitoba Crime Prevention Awards Committee
Urban Sports Camp Program Steering Committee

NATURAL RESOURCES

Assiniboine River Management Advisory Board

M.R. 95/98

Jewish Child and Family Services
Manitoba Community Services Council Inc.
Services à l'enfant et à la famille du sud-est
Se prendre en main! Inc.
Services à l'enfant et à la famille de la région de l'ouest
Services à l'enfant et à la famille de Winnipeg

FINANCES

Government Information Systems Management Organization (Man.) Inc.
Health Information Services of Manitoba (HISM) Corporation
Conseil de planification des Jeux du Manitoba
Sport Manitoba
Commission d'appel des évaluations foncières

SANTÉ

Comité consultatif sur le SIDA
Comité consultatif du programme des soins continus
Bureau d'appel pour les soins à domicile

VOIRIE ET TRANSPORT

Commission de réglementation des taxis

LOGEMENT

Bureau du logement du Manitoba

JUSTICE

Comités de justice communautaire
Comité consultatif de notification du public
Comité des prix pour la prévention du crime au Manitoba
Comité de direction du programme de camps de sport en milieu urbain

RESSOURCES NATURELLES

Commission consultative sur l'aménagement de la rivière Assiniboine

R.M. 95/98

SCHEDULE C
(Section 12)

PUBLIC REGISTRIES

AGRICULTURE

- Animal Industry Branch
    - Livestock Brand Registry

CONSUMER AND CORPORATE AFFAIRS

- Auto Injury Appeal Commission
    - Record of Appeals

- Companies Office
    - Business Names Registry
    - Corporations Registry

- Cooperative and Credit Union Regulation Branch
    - Credit Union and Caisse Populaire Registry
    - Cooperative Registry

- Insurance Branch
    - Insurance Companies Licensing

- Manitoba Securities Commission
    - *The Real Estate Brokers Act* Registry
    - *The Securities Act* Registry

- Property Registry
    - Condominium Registry
    - Depository Registry
    - Personal Property Registry
    - *The Real Property Act* Registry
    - *The Registry Act* Registry

- Vital Statistics Special Operating Agency
    - Change of Name Registry
    - Marriage Commissioners Registry
    - Marriage License Issuers Registry
    - Religious Denominations Registry

ANNEXE C
(Article 12)

REGISTRES PUBLICS

AGRICULTURE

- Direction des productions animales
    - Registre des marques de bovins

CONSOMMATION ET CORPORATIONS

- Commission d'appel des accidents de la route
    - Dossier des appels

- Office des compagnies
    - Registre des noms commerciaux
    - Registre des corporations

- Direction de la réglementation des coopératives et des credit unions
    - Registre des caisses populaires et des credit unions
    - Registre des coopératives

- Direction des assurances
    - Registre des licences des compagnies d'assurances

- Commission des valeurs mobilières du Manitoba
    - Registre exigé en vertu de la *Loi sur les courtiers en immeubles*
    - Registre exigé en vertu de la *Loi sur les valeurs mobilières*

- Registre des biens
    - Registre des condominiums
    - Registre des dépôts
    - Registre des biens personnels
    - Registre exigé en vertu de la *Loi sur les biens réels*
    - Registre exigé en vertu de la *Loi sur l'enregistrement foncier*

- Organisme de service spécial – Bureau de l'état civil
    - Registre des changements de nom
    - Registre des commissaires aux mariages
    - Registre des administrateurs de licences de mariage
    - Registre des confessions religieuses

FAMILY SERVICES

Child and Family Services Division
  Day Care Centres Licensing

Community Living Division
  Residential Care Facilities Licensing
  Register of Appointments of Substitute Decision Makers under *The Vulnerable Persons Living with a Mental Disability Act*

HEALTH

Community and Mental Health Division
  Ambulance Services Licensing
  Audiometric Technicians Certification
  Personal Care Homes Licensing

HIGHWAYS AND TRANSPORTATION

Driver and Vehicle Licensing Division
  Driver Licensing
  Driving School Instructors Registry
  Driving Schools Registry
  Vehicle Dealers Licensing
  Vehicle Registration
  Vehicle Safety Inspectors Registry
  Recyclers/Wreckers Licensing

Motor Transport Board
  Public Service Vehicle Operators Licensing

Taxicab Board
  Taxicab and Limousine Drivers Licensing
  Taxicab, Limousine, Handivan, and U-drive Operators Licensing

INDUSTRY, TRADE AND TOURISM

Manitoba Horse Racing Commission
  Racing Partnerships, Stables, Colours, Leases and Agents Licensing
  Racing Occupations Registry

SERVICES À LA FAMILLE

Division des services à l'enfant et à la famille
  Registre des centres de garde de jour pour enfants

Division de la vie en société
  Registre des permis des établissements de soins en résidence
  Registre des subrogés nommés en conformité avec la *Loi sur les personnes vulnérables ayant une déficience mentale*

SANTÉ

Division des services de santé mentale et communautaire
  Registre des permis des services d'ambulance
  Registre des brevets des techniciens audiométriques
  Registre des licences d'exploitation des foyers de soins personnels

VOIRIE ET TRANSPORT

Division des permis et des immatriculations
  Registre des permis de conduire
  Registre des moniteurs d'auto-écoles
  Registre des auto-écoles
  Registre des permis des concessionnaires automobiles
  Registre d'immatriculation des véhicules
  Registre des inspecteurs de la sécurité des véhicules
  Registre des licences des récupérateurs et des ferrailleurs

Commission du transport routier
  Registre des permis d'exploitation des véhicules de transport public

Commission de réglementation des taxis
  Registre des permis des chauffeurs de taxi et de limousine
  Registre des permis d'exploitation des entreprises de transport des handicapés, de transport par taxi et par limousine, et de location de voitures sans chauffeur

INDUSTRIE, COMMERCE ET TOURISME

Commission hippique du Manitoba
  Registre des permis d'association, des noms d'écurie, des couleurs, des baux ou des agents autorisés
  Registre des professionnels du domaine des courses de chevaux

JUSTICE

Criminal Justice Division
- Canadian Firearms Safety Course Reports
- Firearms Acquisition Records
- Private Investigators, Security Guards Licensing
- Weapons Inventory

LABOUR

Employment Standards Branch
- Child Labour Permits

Mechanical and Engineering Branch
- Gas and Oil-fired Equipment Installers Permits
- Trades Licensing

Workplace Safety and Health Branch
- Blasters Licensing
- Hoistman Certification
- Industrial Audiometric Technician Licensing

LIQUOR CONTROL COMMISSION OF MANITOBA

Licensing
- Licensed Premises Registry

RURAL DEVELOPMENT

Local Government Services
- Manitoba Assessment System

JUSTICE

Division de la justice criminelle
- Rapports du Cours canadien de sécurité dans le maniement des armes à feu
- Documents sur les acquisitions d'armes à feu
- Registre d'accréditation des détectives privés et des gardiens de sécurité
- Registre des armes

TRAVAIL

Direction des normes d'emploi
- Registre des permis de travail pour enfants

Direction mécanique et technique
- Registre des permis d'installateurs d'appareils fonctionnant au gaz ou au mazout
- Registre des licences professionnelles

Direction de la sécurité et de l'hygiène du travail
- Registre des certificats de dynamitage
- Registre d'accréditation des conducteurs de treuil
- Registre des permis des techniciens audiométriques industriels

SOCIÉTÉ DES ALCOOLS DU MANITOBA

Commission des licences
- Registre des établissements titulaires d'une licence

DÉVELOPPEMENT RURAL

Services de développement des administrations locales
- Système informatique d'évaluation foncière du Manitoba

The Queen's Printer
for the Province of Manitoba

L'Imprimeur de la Reine
du Manitoba

CONTENTS

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RECORDS NOT UNDER FIPPA 3
USEFUL TERMS 4

HOW THE DIRECTORIES OF RECORDS ARE ORGANIZED

The Freedom of Information and Protection of Privacy Act (FIPPA*)* provides Manitobans and others with the legal right to access records held by local public bodies, subject to certain specified exceptions. It also sets out requirements that public bodies must follow to protect the privacy of personal information in their custody. FIPPA requires the compilation of directories of records to inform the public about the functions of public bodies and the types of records and information commonly held, including major holdings of personal information.

The Directories of Records components of the *Handbook* describe the mandates and functions of various local public bodies, and identify the records that they create and receive. Local public bodies vary in size and complexity, ranging from small rural municipalities to large hospitals and universities. In some cases, local public bodies have undertaken to provide a more detailed description of their recordkeeping systems.

FIPPA is not intended to replace or limit existing procedures for access to information, as long as the information is not of a personal nature. When there are specific access considerations for a local public body, the Directory of Records indentifies the access issues or requirements.

Each Directory includes the following:

- A brief introduction ;
- A general statement about the mandate and responsibilities of the local public body, as well as more detailed information about specific functions or activities;
- Descriptions of the records in the custody or under the control of the local public body, including series identified as personal information banks. The descriptions of general records series provide short explanations of the function and content of the records (except where this is self-evident). Where their office retention period and final disposition are known, this information is included.
- Personal information banks are easily identified by the 👥 icon, which appears before the entry, and are more fully described, as required by FIPPA. For more information about the description of personal information banks, please see the "Useful Terms" section below.

Like other sections of the *Handbook*, these directories are kept up-to-date and can be keyword searched on the FIPPA web site at: www.gov.mb.ca/fippa.

RECORDS NOT UNDER FIPPA

FIPPA applies to all records of Manitoba government departments, agencies and Crown corporations and to local public bodies. It does not apply to:

- records of the Court of Appeal, Court of Queen's Bench and the Provincial Court including records of judges, magistrates and justices of the peace; judicial administration and support records;
- records of the Legislative Assembly and officers of the Legislative Assembly (including the Speaker, Clerk of the Assembly, Provincial Auditor, Manitoba Ombudsman, Children's Advocate, and Chief Electoral Officer);
- records of Members of the Legislative Assembly who are not Ministers;
- personal or constituency records of a Minister or an elected official of a local public body;
- teaching materials or research information of an employee of an educational institution;
- questions used on an examination or test;
- records relating to a prosecution or an inquest under *The Fatality Inquiries Act* when proceedings have not been completed;
- records in the Provincial Archives of Manitoba, or the archives of a local public body, acquired from a person or entity other than a public body;
- records originating from a credit union held by the Credit Union Deposit Guarantee Corporation under *The Credit Union and Caisses Populaires Act*;
- records specified in *The Adoption Act*, *The Child and Family Services Act*, *The Mental Health Act*, *The Personal Health Information Act*, *The Securities Act*, *The Statistics Act*, *The Vital Statistics Act*, *The Workers Compensation Act*, and their respective Regulations and/or records restricted by another enactment of Manitoba; *The Young Offenders Act* (Canada).

USEFUL TERMS

Many terms, which are used in FIPPA, are defined in Section 1 of the Act. Here are some of the most important ones:

ACCESS AND PRIVACY COORDINATOR: the person designated in each public body to receive FIPPA applications and handle the daily administration of FIPPA matters. The Coordinator will tell you whether a formal application for access is necessary and explain the application process. For the address, telephone and fax number of the Access Coordinator in each local public body, see the "Addresses" section of this *Handbook*.

"DISCLOSURE" OF PERSONAL INFORMATION: the release (making known, revealing, exposing, showing, providing, selling or sharing) of personal information to any person or organization outside the collecting public body by any means (for example, by providing copies, verbally, electronically or by any other means). A disclosure of personal information must be authorized under section 44 of FIPPA.

FIPPA is the acronym for *The Freedom of Information and Protection of Privacy Act*of Manitoba.

LOCAL PUBLIC BODIES: public bodies, other than Manitoba government departments and agencies to which FIPPA applies. Includes local government bodies (urban and rural municipalities, conservation and planning districts, Northern Affairs community councils); educational bodies (school divisions and districts, colleges and universities); and health care bodies (regional health authorities who are responsible for hospitals and personal care homes, as well as hospitals not under the jurisdiction of a regional health authority).

PERSONAL HEALTH INFORMATION: recorded information about an identifiable individual that relates to the individual's health or health care history, the provision of health care to the individual and payment for the health care provided. Includes identifying numbers or symbols assigned to an individual, such as the Personal Health Information Number (PHIN) as well as any identifying information about the individual that is collected in the course of the provision of health care. Access to your own personal health information is governed by *The Personal Health Information Act*.

PERSONAL INFORMATION: recorded information about an identifiable individual including name, home address and telephone number, age, family status, ethnicity, income, sexual orientation, any identifying numbers or symbols assigned to an individual, for example, the Social Insurance Number (SIN), etc. (please see full definition in the Act). Information about corporations, businesses or organizations is not personal information.

PERSONAL INFORMATION BANK (PIB): a series of records or an information system that is organized and capable of being retrieved by a personal identifier (an individual's name or identifying number). FIPPA requires that all personal information banks be reported in the directory of records for each public body. Every personal information bank listed in the directory includes the following:

Title: the name of the records series or information system that has been identified as a personal information bank.
Authority for collection: FIPPA requires that the authority for collection be one of the following:
legislation (an enactment of Manitoba or Canada);
necessary for a program or activity;
law enforcement or crime prevention.
Information: the categories of information maintained (including both general and personal information) and the individuals to whom the information pertains.

** **Important note:** under section 75(5) of FIPPA, local public bodies are required to maintain an up-to-date list of the purposes for which the information in an personal information bank is used or disclosed, and make the list available to the public. These uses and disclosures are not included in the *Handbook* except in the case of colleges, which were already subject to FIPPA prior to local public body proclamation.

PUBLIC BODY: a Manitoba Government department, government agency, or a local public body.

RECORD: information in any form, including information that is written, photographed, recorded or stored on any storage medium or by any means. Examples of records include minutes, letters, memoranda, reports, notes, financial transaction records, photographs, audio-visual material and information stored and retrieved electronically. Copies of documents, drafts and other working materials are also records under FIPPA.

RETENTION AND DISPOSITION: how long the records are maintained and whether they are ultimately destroyed or transferred to an archival institution.

"USE" OF PERSONAL INFORMATION: access to and use of personal information by the public body which collected the information, in order to accomplish its objectives. The "use" must be authorized under section 43 of FIPPA.

Directory of School Division and District Records

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***Note:** For the address of the Access and Privacy Coordinator in each school division/district, see the "Addresses" section of the Handbook.*

INTRODUCTION

This Directory summarizes the types of records and information commonly held by school divisions and districts in Manitoba. It reflects the range of services, facilities and responsibilities that school divisions and districts provide within their jurisdictions. The main legislative authorities for school boards are *The Education Administration Act* (C.C.S.M. c. E10) and *The Public Schools Act* (C.C.S.M. c. P250). School districts are found primarily in remote areas of the province and are smaller in geographic area than school divisions; both have the same powers, duties and responsibilities under the Acts.

The framework of the Directory is based on Education and Training's *Guidelines on the Retention and Disposition of School Division/District Records*, updated in 2000. The *Guidelines* make recommendations regarding the storage, retention and disposition of school division/district records. Each school board, in turn, must establish records retention and disposition policies and procedures that will meet their organizational and record-keeping needs and comply with legislative or regulatory requirements.

It is important to remember that just as the size and organizational structure of school divisions/districts in Manitoba may vary, so will the organization and structure of their record-keeping practices and their retention and disposition policies and procedures. School boards must however, ensure that the retention and disposition policies and procedures that they establish comply with their obligations under the law.

The order of the entries in the Directory reflects their order in the *Guidelines*. Each section starts with a brief responsibility summary and is followed by a listing of records that may commonly be kept.

Minimum retention periods are based on administrative, legal and financial requirements. The recommendations made for systematic and controlled destruction of records that are no longer required and the preservation of records with permanent value (archival) are outlined in the *Guidelines*. To reflect the fact that adoption of the *Guidelines* is not mandatory, the retention periods are described below as "recommended retention" periods.

ACCESS TO SCHOOL DIVISION/DISTRICT RECORDS

The Public Schools Act (PSA) governs access to certain records in the custody or control of school divisions and districts. Under sections 41(1) and 55 (2), subject to limited exceptions, the secretary-treasurer of a school division or district is to provide public access, upon request, to selected records. The following records may be accessed in this manner:

- Final budgets (PSA, s. 41(1) (e));
- Audited financial statements (PSA, s. 41 (1) (d));
- Minutes of the school board meetings, except the minutes of any meetings held in camera (PSA, s. 55 (2). These minutes may also include the by-laws and resolutions of the board. Normally, the agenda/notice of meetings will also be publicly available upon request.

Access to these records does not require an application for access under FIPPA. The entries for these records in the Directory include the following statement: "Under *The Public Schools Act*, these records are available without application."

SCHOOL BOARD

School boards are comprised of elected officials known as trustees. School boards are responsible for carrying out the powers, duties and functions expressly given to them under *The Public Schools Act, The Education Administration Act* and accompanying regulations. School board elections are held every four years, on the same day as elections for municipal councils.

Agenda/Notice of Meetings

Notices and agendas of school board meetings.
Destroyed after a recommended retention period of 1 year.

By-laws

Passed by the school board to establish procedures and policies for the administration of the school division/district. By-laws are sometimes contained in the minutes of the board, not kept separately.
Transfer to Archives after a recommended retention period of 20 years.
Under *The Public Schools Act*, these records are available without application.

Legal Opinions

Opinions and precedents provided by legal counsel regarding school division or district matters.
Transfer to Archives after a recommended retention period of 7 years.

Minutes

Minutes of school board meetings are open to the public, except when parts of or entire meetings are held in camera. May include supplementary documentation accepted as part of minutes including minutes of committees, submissions, reports, resolutions, by-laws, etc.
Transfer to Archives after a recommended retention period of 10 years.
Under *The Public Schools Act*, these records are available without application.

Resolutions

If not recorded in the minutes of the board.
Transfer to Archives after a recommended retention period of 20 years.
Under *The Public Schools Act*, these records are available without application.

List of Electors

Authority: *The Public Schools Act; The Local Authorities Election Act.*
Purpose for Collection: To collect information for the administration of the voting process.
Information: Personal information includes name and home address.
Retention and Disposition: Transfer to Archives after a recommended retention period of 4 years.
Access conditions: An application under FIPPA is not required. Access is subject to *The Local Authorities Election Act* (C.C.S.M. c. L180). Section 36.1(1) and (2) provides for personal security protection on lists and records and under section 36.2, the list may not be used for a purpose other than a political purpose.

Nomination Papers

Authority: *The Public Schools Act; The Local Authorities Election Act.*
Purpose for Collection: To nominate candidates to run for school board elections.
Information: Personal information may include:

name and home address of candidate (on form of declaration); name and home address of electors nominating the candidate.
Retention and Disposition: Destroyed after expiration of term.

Election Records

Official copy of election notice; proof of publication or posting certification and listing of notice posting; copy of newspaper notice and certification of offices to be voted for at forthcoming election.
Destroyed after a recommended retention period of 1 year after election.

Election Appeals

Records pertaining to the appeal of election results.
Destroyed after a recommended retention period of 1 year after appeal order.

Disclosure of Assets and Interests

Authority: *The Public Schools Act.*
Purpose for Collection: To make an affidavit of qualification recording the assets and interests of each elected trustee.
Information: Personal information may include: name; financial information pertaining to trustee and his/her dependants; listing of property holdings, shares in corporations, bonds and debentures, investments, gifts received, or other financial information.
Retention and Disposition: Destroyed after a recommended retention period of 6 years.

Oath of Office for Trustees

Authority: *The Public Schools Act; The Local Authorities Election Act.*
Purpose for Collection: Elected trustees are required to make an affidavit of qualification and take the oath of office before assuming the duties of the office.
Information: Personal information may include: name; home address; occupation of trustee.
Retention and Disposition: Destroyed after expiration of term.

Trustee Working Files

Records of Trustees' including working papers, notes, correspondence and other documents related to school board matters.
Destroyed after a recommended retention period of expiration of term.

Verbatim Recordings of Board Proceedings

Verbatim records of school board meetings in the format of audiotapes, videotapes or stenographer's notebooks.
Destroyed after a recommended retention period of 4 months after transcription and/or approval of minutes of proceedings.

ADMINISTRATION – DIVISION/DISTRICT

A central administration section may provide certain management and administrative support services for the school division/district.

Administrative Policies, Procedures and Guidelines

Guidelines, including manuals, pertaining to the administration of the school division/district.
Destroyed after superseded.

Archives/Records Management

- Records disposition documentation – Destroyed after a recommended retention period of 10 years.
- Inventory of non-current or inactive records in storage – Destroyed after superseded.
- Records transfer list for archival records – Maintained indefinitely at division/district level.

- Records on use of archival materials (log or register of researchers) – Destroyed after a recommended retention period of 5 years.

Board of Reference – Awards

The Board of Reference is appointed by the Lieutenant Governor-in-Council under *The Public Schools Act*. The Board can make regulations and grant awards regarding the continuation of a school division or district; the boundaries of a school division or district; confirmation of the name, number, boundaries, wards and number of trustees in each ward of a school division unless a by-law by a school board has been passed.

Destroyed after a recommended retention period of 7 years. Copies are stored permanently in the Education and Training's school division/district formation files.

Office Files

Correspondence, memos, reports, and other documents created or received by the school division/district except for records which are listed elsewhere in this directory.

- General administrative and operational records of no continuing fiscal, legal or administrative value – Destroyed after a recommended retention period of 1 year.
- Significant policy or decision-making records of legal, fiscal, administrative or historical value – Transfer to Archives after a recommended retention period of 7 years.

Division/District Administrative Reports

Reports on the planning and implementation of various school division/district initiated programs and Manitoba Education and Training requirements.

Destroyed after a recommended retention period of 5 years.

School Administrative Reports

Destroyed after a recommended retention period of 5 years.

Curriculum Documents

Records of curriculum requirements, revisions and programs.

Destroyed after superseded.

Grant Records

- Supporting documentation and reports for grants awarded – Destroyed after a recommended retention period of 7 years.
- Supporting documentation for applications that have been rejected – Destroyed after a recommended retention period of 1 year.

Insurance Records

Authority: *The Public Schools Act*.

Purpose for Collection: Procurement and management of insurance protection for the school division/district's assets, employees and legal liabilities.

Information: Personal information may include: name, home address; home telephone number, employee number, PHIN, SIN, personal health information relating to injuries sustained.

Retention and Disposition:

- Policies – Destroyed after a recommended retention period of 1 year after term.
- Claims including Workers Compensation Board claims – Destroyed after a recommended retention period of 3 years after resolution.
- Reports of theft, arson, vandalism, and property damage – Destroyed after a recommended retention period of 7 years.

Accident Reports

Authority: Program Policy.

Purpose for Collection: To maintain originals or copies of reports of accidents involving students, staff, vehicles (not including buses) for the school division/district.

Information: Personal information may include: name, address, phone number, employee number, personal health information of school staff; name, address, phone number, personal health information, names of parents or guardians of students.

Retention and Disposition: Destroyed after a recommended retention period of 7 years. For originals kept with division/district schools see School Administration – Accident Reports.

Litigation Records

Authority: Program Policy.

Purpose for Collection: Records concerning legal proceedings involving the school division/district.

Information: Personal information may include: name, home address; home telephone number, employee number, PHIN, SIN.

Retention and Disposition:

- Routine litigation – Destroyed after a recommended retention period of 7 years after settlement, judgement, discontinuance or dismissal or 7 years after any minor involved attains age of majority.
- Precedent setting litigation – Transfer to Archives after a recommended retention period of 7 years.

Safety Records

Fire, health, boiler, etc. including inspection reports.

Destroyed after a recommended retention period of 3 years or until superseded.

Workplace Safety and Health Records

Authority: *The Workplace Safety and Health Act*; Workplace Hazardous Materials Information System Regulation.

Purpose for Collection: In accordance with the Workplace Hazardous Materials Information System (WHMIS), listings of hazardous materials stored at schools and records pertaining to WHMIS staff training are maintained.

Information: Personal information may include: names of staff attending training.

Retention and Disposition:

- WHMIS – Destroyed after a recommended retention period of 30 years.
- All other records including training materials – Destroyed after a recommended retention period as per legislative requirements.

FINANCIAL MANAGEMENT

Every school board must appoint a secretary-treasurer and define the duties of this position. Depending on the organizational structure of the school division/district, a financial management section, under authority of the secretary-treasurer, may carry out the day-to-day financial functions of the school division/district.

The Public Schools Act stipulates that an auditor must be retained by the school board to perform an annual school division/district audit. The auditor is required to examine the financial affairs, books, accounts, records, and transactions of the division/district according to generally accepted auditing standards and report accordingly.

Accounts Payable/Receivable

Destroyed after a recommended retention period of 7 years.

Agreements

Purchasing/leasing, service and maintenance.

Destroyed after a recommended retention period of 1 year after termination of agreement.

Bank Statements and Cancelled Cheques
Destroyed after a recommended retention period of 7 years.

Budgets

- Approved budgets – Destroyed after a recommended retention period of 7 years;
- Final working papers – Destroyed after a recommended retention period of 2 years.

Under *The Public Schools Act*, these records are available without application.

Debentures/Mortgages
Destroyed after a recommended retention period of 1 year after termination.

Deposit Books
Destroyed after a recommended retention period of 7 years.

Financial Statements

- Monthly – Destroyed after a recommended retention period of 1 year;
- Annual statement and report of the auditor – Transfer to Archives after a recommended retention period of 10 years.

Under *The Public Schools Act*, these records are available without application.

Investment Records
Destroyed after a recommended retention period of 1 year after termination.

Journals and Source Documents
Destroyed after a recommended retention period of 10 years with the exception of cashbooks or journals predating 1967, to be transferred to Archives.

Ledgers

- General – Destroyed after a recommended retention period of 10 years.
- Subledgers – Destroyed after a recommended retention period of 10 years.

Loans and Cancelled Notes
Destroyed after a recommended retention period of 1 year after termination.

Tenders and Quotes
Destroyed after a recommended retention period of 3 years.

HUMAN RESOURCES

The human resource function within a school division/district may be handled centrally. Typically, a human resource section would provide routine personnel services such as payroll, recruitment and other staff related functions. Personnel policies and procedures are set by the school board and must comply with all relevant legislation. Subject to *The Public Schools Act*, school boards are responsible for prescribing the duties that teachers and other personnel are to follow.

Payroll Deductions
Authority: Program Policy.
Purpose for Collection: To maintain a record of payroll deductions for all employees.
Information: Includes garnishments, assignments, and attachments of employee salaries. Personal information may include: name; home address; home telephone number; SIN; employee number; marital status; copies of orders served; amount of debt; banking information for direct deposits; record of payments made.
Retention and Disposition: Destroyed after a recommended retention period of 7 years after superseding form is filed, authorization expires or employment is terminated.

Leaves

Authority: Program Policy.

Purpose for Collection: To maintain a record of employee requests for and authorizations given to employees to use sick, vacation, personal or other leave.

Information: Personal information may include: name; home address; phone number; employee number; personal health information.

Retention and Disposition: Destroyed after a recommended retention period of 7 years.

Payroll Administration Records

Destroyed after a recommended retention period of 7 years.

Payroll Registers

Authority: Program Policy.

Purpose for Collection: To maintain a record of salaries for all employees.

Information: Staff payroll may include gross salary and deductions. Personal information may include: name; address; telephone number; SIN; employee number.

Retention and Disposition: Destroyed after a recommended retention period of 55 years.

Arbitration Awards and Documentation

Transfer to Archives after a recommended retention period of 10 years.

Collective Agreements

Transfer to Archives after a recommended retention period of 10 years.

Grievance Records

Authority: Program Policy.

Purpose for Collection: To record the processing of employee grievances and attempts to achieve settlement through negotiation, appeal or arbitration.

Information: Personal information may include: name; home address; telephone number; birth date; marital status; gender; SIN; employee number; declared employment equity information; employee type and status; employment history; employee/position classification; document number; benefit eligibility information; leave information. Other information may include: grievance forms; letters; memos; discussion papers; interview records; notes; investigation reports; evidence; legal advice; settlement strategies and recommendations; final decisions involving school division/district personnel directors; labour relations officers; legal counsel and unions.

Retention and Disposition: Destroyed after a recommended retention period of 7 years after final decision.

Applications for Employment, Competition and Hiring Records

Authority: Program Policy.

Purpose for Collection: To maintain a record of the screening, competition and hiring process.

Information: Personal information may include: name; home address; birth date; SIN; employment history; education history; personal interests; volunteer experience; martial status; family status.

Retention and Disposition: Solicited – Destroyed after a recommended retention period of 2 years; Unsolicited – Destroyed after a recommended retention period of 1 year.

Personnel Administration Records

Policy and procedure records and manuals.
Destroyed after a recommended retention period of 2 years or after superseded.

Personnel Files

Authority: Program Policy.

Purpose for Collection: To maintain a record of employment at the division or district level for all human resource activities.

Information: Personal information may include:

name; birth date; marital status; SIN; home address; telephone and fax number; employee number; resume/application for employment; letters of reference; letters of offer; contractual documents; official oath; education history; employment history; performance appraisals; employee relations; pay and benefits information; staff development and training; criminal/security reference checks; interchange and loan documents; conflict of interest disclosures; personal health information (medical reports and assessments).
Retention and Disposition: Destroyed after a recommended retention period of 7 years after termination.

BUILDINGS AND PROPERTIES

Buildings and properties services of a school division or district provide maintenance, technical and support services relating to the operation of school division/district owned and leased facilities.

Capital Construction Files
Bids, construction agreements, tender documents, specifications, contracts, performance guarantees, inspection reports, and environmental impact statements.
Destroyed after a recommended retention period of 1 year after life of building.

Certificate of Title
Surrender as requested where applicable.

Engineering Reports
Destruction where applicable.

Maintenance, Repair, Equipment Installation Records
Requests for service, work orders, records of work done, summary or log of service performed. Destroyed after a recommended retention period of 3 years.

Plans, Maps, Designs, and Surveys
Buildings or other facilities owned or leased by the school division/district.
Destroyed after a recommended retention period of 1 year after life of building or expiry of lease agreement.

Photographs
Buildings or other facilities owned by the school division/district.
Subject to archival selection after a recommended retention period of 1 year after life of building.

Property Inventory
Vehicles, machinery, equipment.
Destroyed after a recommended retention period of 6 years after replacement, sale or discontinuance of use of all property listed.

TRANSPORTATION

School divisions/districts are generally required to provide, or make provision for, the transportation of all resident students eligible for such transportation. School divisions/districts, in accordance with provincial requirements and local school board policy, normally determine eligibility for school bus transportation.

School divisions/districts must comply with the requirements and regulations of *The Public Schools Act* and *The Highway Traffic Act* that pertain to the duties, performance and testing of drivers of school transportation vehicles, maintaining, inspecting and repairing of vehicles used for school transportation or for the contracting out of such services; educating students in school bus safety and emergency procedures and other pupil transportation matters.

School Bus Accident Reports

Authority: *The Public Schools Act,* M. R. 465/88R.

Purpose for Collection: To maintain a record of accidents occurring during the operation of vehicles used for school transportation.

Information: Information includes incident reports by drivers and eye witnesses; damages sustained to vehicles. Personal information may include: name, address, phone number, employee number, employment history, personal health information of drivers of school transportation vehicles; students' names, addresses, personal health information and names of parents or guardians.

Retention and Disposition: Destroyed after a recommended retention period of 7 years.

Pupil Transportation System Reports

- Education and Training System Reviews – Destroyed after superseded.
- School Division/District Self-Evaluation Reviews – Destroyed after a recommended retention period of 10 years.

School Bus Fleet Records

School bus purchase and disposal records, bus lease agreements, contract bus service agreements.

Destroyed after a recommended retention period of 1 year after disposition of bus or expiry of agreement.

Ridership Training and School Bus Evacuation Records

Authority: *The Public Schools Act*, M.R. 465/88R.

Purpose for Collection: To maintain a record of instruction given to pupils in safe school bus riding practices and emergency school bus evacuation drills.

Information: Personal information may include: names and grades of students who have received training.

Retention and Disposition: Destroyed after a recommended retention period of 2 years.

School Bus Ridership List/Pupil Transportation Eligibility Record for Common Carriers and Contract Buses

Authority: *The Public Schools Act.*

Purpose for Collection: To maintain a record of students who are transported to and from school by the school board, as well as a record of all students eligible for such transportation.

Information: Includes names, grades and home addresses of students for each route.

Retention and Disposition: Destroyed after a recommended retention period of 2 years.

School Bus Route Schedule/Diagram

Includes the locations and times of all stops for each route.

Destroyed after a recommended retention period of 2 years.

Transportation Report

Report filed by driver for each trip.

Destroyed after a recommended retention period of 2 years.

Vehicle Inspection, Repair and Maintenance Records

Records pertaining to the inspection, repair and maintenance of school transportation vehicles, including gasoline and oil consumption and vehicle log books.

Destroyed after a recommended retention period of 1 year after disposition of bus.

SCHOOL ADMINISTRATION

School boards are required to designate a principal for every school. Subject to *The Public Schools Act* and the instructions of the school board, the principal is in charge of the school in respect of all matters of organization, management, instruction and discipline.

Accident Reports

Authority: Program Policy.
Purpose for Collection: To maintain a record of reports of accidents involving students, staff, vehicles (not including buses) at the school level.
Information: Personal information may include: name, address, phone number, employee number, personal health information of employee; name, address, phone number, personal health information, names of parents or guardians of students.
Retention and Disposition: Destroyed after a recommended retention period of 3 years. For copies sent to division/district office see Administration – Accident Reports.

Budget

Destroyed after a recommended retention period of 3 years.

Office Files

Correspondence, memos, reports, and other documents created or received by the school division/district except for records which are listed elsewhere in this directory.

- General administrative and operational records of no continuing fiscal, legal or administrative value – Destroyed after a recommended retention period of 1 year.
- Significant policy or decision-making records of legal, fiscal, administrative or historical value – Destroyed after a recommended retention period of 3 years.

Crisis Response/Emergency Plans

Destroyed after a recommended retention period of 3 years after superseded.

Inventory

Supplies, equipment, textbooks, etc.
Destruction after superseded.

Minutes

Staff, department, administrative, workplace safety and health and student council meetings. May also include copies of advisory/parent council and student council meetings.
Destroyed after a recommended retention period of 3 years.

School Based Personnel Files

Authority: Program Policy.
Purpose for Collection: To maintain a record of employment for personnel at the school level.
Information: Personal information may include: name; age; marital status; employee number; SIN; home address; telephone and fax numbers.
Retention and Disposition: Transferred to Human Resources, all duplicate records destroyed after a recommended retention period of term of employment.

School Accounts and Records

Destroyed after a recommended retention period of 7 years.

School Administrative Reports

Annual administrative reports of the principal on enrolments, staffing, curriculum, facilities, school plan, etc.
Destroyed after a recommended retention period of 5 years.

School Policies/Regulations

Destruction after superseded.

Master Timetable

Courses offered, teacher course allocations, enrolments.

Destroyed after a recommended retention period of 5 years.

School Curriculum

- School initiated courses – Destroyed after a recommended retention period of 3 years.
- Student initiated projects – Destroyed after a recommended retention period of 3 years.
- Course catalogues – Destroyed after a recommended retention period of 5 years.

Course Records

Authority: Program Policy.

Purpose for Collection: To ensure fair examination practices through the collection of information pertaining to the preparation and grading of examination papers by teachers and the academic performance of students in their coursework.

Information: Personal information may include names and test scores of students; name of teachers.

Retention and Disposition:

- Teacher's grade records, test scores and marking sheets – Destroyed after a recommended retention period of 2 years.
- Examination paper (master copy) – Destroyed after a recommended retention period of 2 years.
- Examination answer papers – Destroyed after a recommended retention period of six months after course completion.

Locally Marked Provincial Standards Tests

Authority: *The Education Administration Act*, M.R. 468/88.

Purpose for Collection: For the administration and marking of those provincial standards tests marked locally by school divisions/districts rather than provincially by Manitoba Education and Training.

Information: Personal information may include names and test scores of students; name of teachers and markers.

Retention and Disposition:

- Exam Administration Records – Destroyed after a recommended retention period of 5 years.
- Student Answer Sheets and Exam Booklets – Destroyed after a recommended retention period of 5 years.
- Scoring Documentation – Destroyed after a recommended retention period of 5 years.
- Education and Training Reports – including Needs Assessment Survey and Audit Report, destroyed after recommended retention period of 5 years.

STUDENT RECORDS

School boards are responsible for all matters respecting the collection, storage, retrieval and use of information respecting pupils. A pupil file is a record or a collection of records respecting a pupil's attendance, academic achievement and other related matters in the possession or control of a school board.

Access to pupil files and the protection of pupil file information is governed by *The Public Schools Act*, Manitoba Regulation 468/88 under *The Education Administration Act*, *The Freedom of Information and Protection of Privacy Act*, *The Personal Health Information Act*, and *The Young Offenders Act* (Canada).

Academic Records – Senior 1 to Senior 4

Authority: *The Education Administration Act*, M.R. 468/88.

Purpose for Collection: To maintain records of final marks for senior high school students enrolled in the school division or district.

Information: Academic records for Senior 1, 2, 3 and 4 levels. Personal information may include: name; birth date; gender; Manitoba Education and Training number; courses taken; marks awarded; credits awarded.

Retention and Disposition: Destroyed after a recommended retention period of 30 years.

Enrolment Files

Authority: *The Public Schools Act.*

Purpose for Collection: To maintain records and statistics on student attendance.

Information: Personal information may include name; gender; Manitoba Education and Training number; grade; record of attendance.

Retention and Disposition:

- Daily attendance – Destroyed after a recommended retention period of 20 years, with the exception of Registers prior to 1968, to be transferred to Archives;
- Annual enrolment (September) – Destroyed after a recommended retention period of 7 years;
- Monthly enrolment reports – Destroyed after a recommended retention period of 7 years.

Pupil Files

Authority: *The Public Schools Act.*

Purpose for Collection: To establish an ongoing official record of a student's educational progress through the Kindergarten to Senior 4 public school system in Manitoba.

Information: The pupil file is comprised of the following components: the cumulative file (for all students), the pupil support file (for some students) and the young offender file (for a few students) as necessary. It may be organized and separated into individual sub-files by components.

Cumulative File: Personal information may include: name, birth date, gender, Manitoba Education and Training number, name of parent(s) and/or legal guardian(s); addresses and telephone numbers of student and parent(s)/legal guardian(s); educational history; citizenship; progress reports, report cards/transcripts, marks or credits awarded, awards or prizes; enrolment and attendance records, photographs; personal health information; disciplinary actions; child custody or guardianship records; test results; any other assessment or evaluation requested to be placed on file; Individualized Education Plan (IEP) and/or Health Care Plan; external agency or caregiver referrals or contacts; admission advisement for service or counselling resources; special funding information.

Pupil Support File: Personal information may include: school clinician, special education, resource staff and inter-agency contact reports, strategies, contact logs, consultation notes and related correspondence; referrals to other agencies and individuals; personal health information; results of specialized diagnostic tests; reports from service providers such as agencies, hospitals and clinics; referrals to other agencies and individuals; personal health information; results of specialized diagnostic tests.

Young Offender Files: Personal information may include: youth court order; offence for which the order has been made; particular terms of the order which relate to school attendance or any other educational matter; prior record of offences if safety of staff or students is at risk; recommendations for reducing the risk of violence and behaviour patterns that might affect safety of staff and students and any individual or group of persons who could be at risk from the young offender. Young Offender Files are always separated from the rest of the Pupil File and access is strictly enforced according to the provisions of *The Young Offender Act* (Canada).

Retention and Disposition: The Cumulative File and Pupil Support File retained for 10 years after student ceases to attend a school operated by the board and then destroyed or until the file is transferred to another school jurisdiction. The Young Offender File must be destroyed as soon as it is no longer required for the purpose for which it was established. If the student transfers to another school division/district, the Young Offender File must be destroyed immediately.

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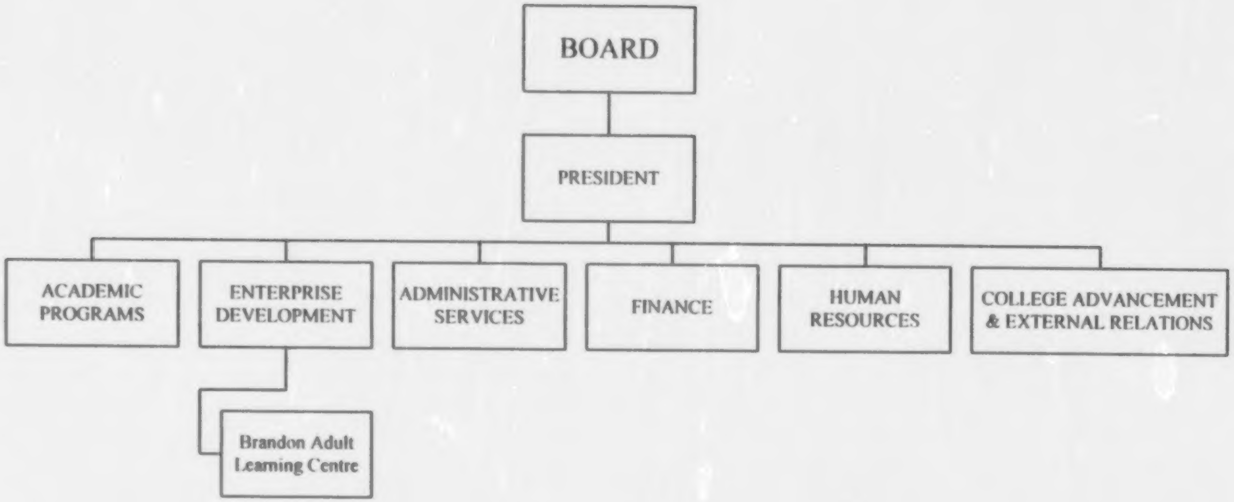
Note: ***For the address of the Access and Privacy Coordinator, see the "Addresses" section of the Handbook.***

ASSINIBOINE COMMUNITY COLLEGE


BOARD
PRESIDENT
ACADEMIC PROGRAMS
ENTERPRISE DEVELOPMENT
ADMINISTRATIVE SERVICES
FINANCE
HUMAN RESOURCES
COLLEGE ADVANCEMENT & EXTERNAL RELATIONS
Brandon Adult Learning Centre

January 2000

INTRODUCTION

Assiniboine Community College serves the residents of western Manitoba by offering more than 25 full-day programs and an extensive variety of continuing education, special interest, business, and industrial programming. The College is also responsible for the delivery of community college agricultural training to the entire province. Programs and services are offered on-campus in Brandon, at the Parkland Campus in Dauphin, in various rural communities, and through distance delivery.

Note: This directory of records is more detailed than some other chapters in the Handbook. Assiniboine Community College is a government agency and has prepared Records Authority Schedules that have been approved by the Provincial Documents Committee under *The Legislative Library Act, Part II, Public Records and Archives*. The number found in the disposition line under records entries in the Directory (for example AC/E 0192) refers to the approved Records Authority Schedule that authorizes retention and disposition.

BOARD OF GOVERNORS

The Board of Governors consists of not less than 10 and not more than 12 members appointed by the Lieutenant-Governor-in-Council. It determines the general policies with respect to the organization, administration, operation and programs of study of the College and develops multi-year operating and capital plans.

PRESIDENT

The President is responsible for the overall management of College activities and affairs. The Board of Governors appoints the President for a five-year renewable term.

Office Files
Destroyed after 3 years, with the exception of records concerning committees, organizations and associations which are destroyed after 4 years subject to archival selection, under AC/E 0222.

ACADEMIC PROGRAMS

The Vice-President, Academic is responsible for the academic programming of the main campus of the College, educational support services, and counselling.

Vice-President Academic - Office Files
Destroyed after 2 years, with the exception of Advisory Committee minutes which are destroyed after 3 years, under AC/E 0219.

Chairpersons - Office Files
Destroyed after 2 years under AC/E 0214.

Academic Divisions - Student Files (copies)
Authority: Program Policy.
Purpose for Collection: To maintain academic records of students enrolled in specific programs. These files are maintained by individual instructors for their own record purposes.
Information: Personal information may include: name; gender; student number; home address; telephone and fax numbers; physical disabilities (if any); correspondence between instructor and individual; test scores and transcripts of marks.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Counselling Case Files
Authority: Program Policy.

Purpose for Collection: To maintain records of counselling (personal, academic, financial, vocational) received by full-time and part-time day students enrolled in programs offered by Assiniboine Community College.
Information: Personal information may include: name; birth date; gender; marital status; SIN; student number; home address; telephone and fax numbers; education history; citizenship; visible minority; aboriginal status (if applicable); physical disabilities (if any); admissions recommendation; evaluation of test score (special selection programs); history of applications/activities; list of course enrolments and course fees; transcripts of marks; counsellor's notes; academic and aptitude assessments.
Other Uses and Disclosures: None.
Retention and Disposition: Destroyed 2 years after closure under AC/E 0228.

Student Services - Office Files
Destroyed after 2 years under AC/E 0230.

Academic Support Program (Peer Tutoring) Files
Authority: Program Policy.
Purpose for Collection: To maintain record of peer tutors for full-time and part-time day students enrolled in programs offered by Assiniboine Community College.
Information: Personal information may include: name; student number; home address; telephone and fax numbers; counsellor's notes; academic and aptitude assessments.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

ENTERPRISE DEVELOPMENT

Vice-President, Enterprise Development is responsible for the academic programming of the College's community based campuses and the continuing education programs.

Vice-President Enterprise Development - Office Files
Retention and disposition under review.

Community Programs - Office Files
Planning, implementation and evaluation of off-campus programs.
Destroyed after 2 years under AC/E 0217.

Community Programs - Contract Training
Contracts drawn up with agencies or individuals to provide training for private business or industry on a cost recoverable basis. Costs of training are paid for by the requesting agency.
Destroyed 6 years after contract expires under AC/E 0215.

Community Programs - Course Files
Outlines and student evaluation summaries of all Community Programs courses including Evening Program, Distance Education, Special Programs such as Contract Training, Federal-Provincial Training Agreement and Rural Evening.
Destroyed after 2 years, with the exception of course outlines and summaries which are destroyed after 6 years, under AC/E 0216.

Community Programs - Canadian Job Strategy Contracts
Canadian Job Strategy proposals, assessments, statistics, and contracts.
Destroyed 6 years after expiry of contract, subject to archival selection, under AC/E 0218.

Brandon Adult Learning Centre

The Centre is a co-operative endeavour of Assiniboine Community College and the Brandon School Division. It was established to provide an opportunity for mature students to take high school courses in an adult setting, and to prepare them to enter college or university.

See Registrar's Student Files (AC/E 0223).

ADMINISTRATIVE SERVICES

The division is responsible for admissions, computer services, print shop, bookstore, building services and stores.

Registrar's Student Files/Testing Files

Authority: Program Policy.

Purpose for Collection: To maintain registration and enrolment history of all full-time and part-time day students, continuing education and distance education students enrolled in programs and courses offered by Assiniboine Community College.

Information: Personal information may include: name; birth date; gender; marital status; SIN: student number; home address; telephone and fax numbers; education history; citizenship; visible minority; aboriginal status (if applicable); physical disabilities (if any); correspondence between college and individual; admissions recommendation; evaluation of test score (special selection programs); history of applications/activities; list of course enrolments and course fees; transcripts of marks. These records pertain to all student applicants and registrants of Assiniboine Community College (including Parkland Campus, Parkland Southwest Regional Training Centre, Neepawa Training Centre and the Brandon Adult Learning Centre).

Other Uses and Disclosures: Law enforcement agencies; Assiniboine Community College Foundation and Alumni Inc.

Retention and Disposition: Destroyed after 30 years (Registrar's Student Files) under AC/E 0233; destroyed after 10 years (Testing Files) under AC/E 0223.

Management Information Systems Reports and Documents

Reports concerning applicants including name, address, marital status, age and educational history.

Destroyed after 3 months under AC/E 0232.

Rejected Admission Applications

Applications for admission to the College which have been rejected. May include transcripts of marks and pre-requisite documentation.

Destroyed after 6 months under AC/E 0211.

Bookstore Account Files

Destroyed after 4 years under AC/E 0227.

FINANCE

This department is responsible for Accounting.

Accounts Payable

Destroyed after 4 years under AC/E 0231.

Accounts Receivable

Destroyed after 7 years under AC/E 0224.

Budget Support Files

Destroyed after 7 years under AC/E 0226.

HUMAN RESOURCES

Human Resources is responsible for personnel administration.

Employee Files

Authority: Program Policy.

Purpose for Collection: To maintain record of employment at Assiniboine Community College for all human resource activities.

Information: Personal information may include: name; birth date; gender; marital status; SIN; employee number; home address; telephone and fax numbers; resume/application for employment; letters of reference; letters of offer; contractual documents; education history; employment history; performance appraisals; pay and benefits information; staff development and training; criminal; security reference checks; documents relating to employee exchanges and secondments; conflict of interest disclosures; personal health information (medical reports and assessments). These records pertain to all employees of Assiniboine Community College.

Other Uses and Disclosures: Law enforcement agencies; Manitoba Civil Service Superannuation Board; benefit carriers (for group benefit eligibility); financial institutions (confirming employment).

Retention and Disposition: Destroyed 60 years after termination of employment under AC/E 0225.

Payroll Computer System - Reports

Authority: Program Policy.

Purpose for Collection: To maintain record of payroll information for employees of Assiniboine Community College.

Information: Personal information may include: name; birth date; marital status; SIN: employee number; home address; telephone and fax numbers; pay and benefits information (current and historical) including pension information; bank account, branch and transit numbers (for direct deposit).

Other Uses and Disclosures: Manitoba Civil Service Superannuation Board.

Retention and Disposition: Destroyed after 2 years under AC/E 0213.

Employee Attendance Records

Authority: Program Policy.

Purpose for Collection: To maintain a record of attendance for employees of Assiniboine Community College.

Information: Personal information may include: name; absenteeism and reason; overtime worked.

Other Uses and Disclosures: None.

Retention and Disposition: Destroyed after 10 years under AC/E 0212.

COLLEGE ADVANCEMENT AND EXTERNAL RELATIONS

College Advancement and External Relations is responsible for fundraising, communications, recruitment and alumni functions at Assiniboine. The division supports the work of the Assiniboine Community College Foundation and Alumni Inc. to enhance the college's programs and facilities and build a relationship between the College and its alumni.

Communications Officer - Office Files

Advertising and promotion.

Destroyed after 2 years under AC/E 0220.

Directory of Keewatin Community College Records

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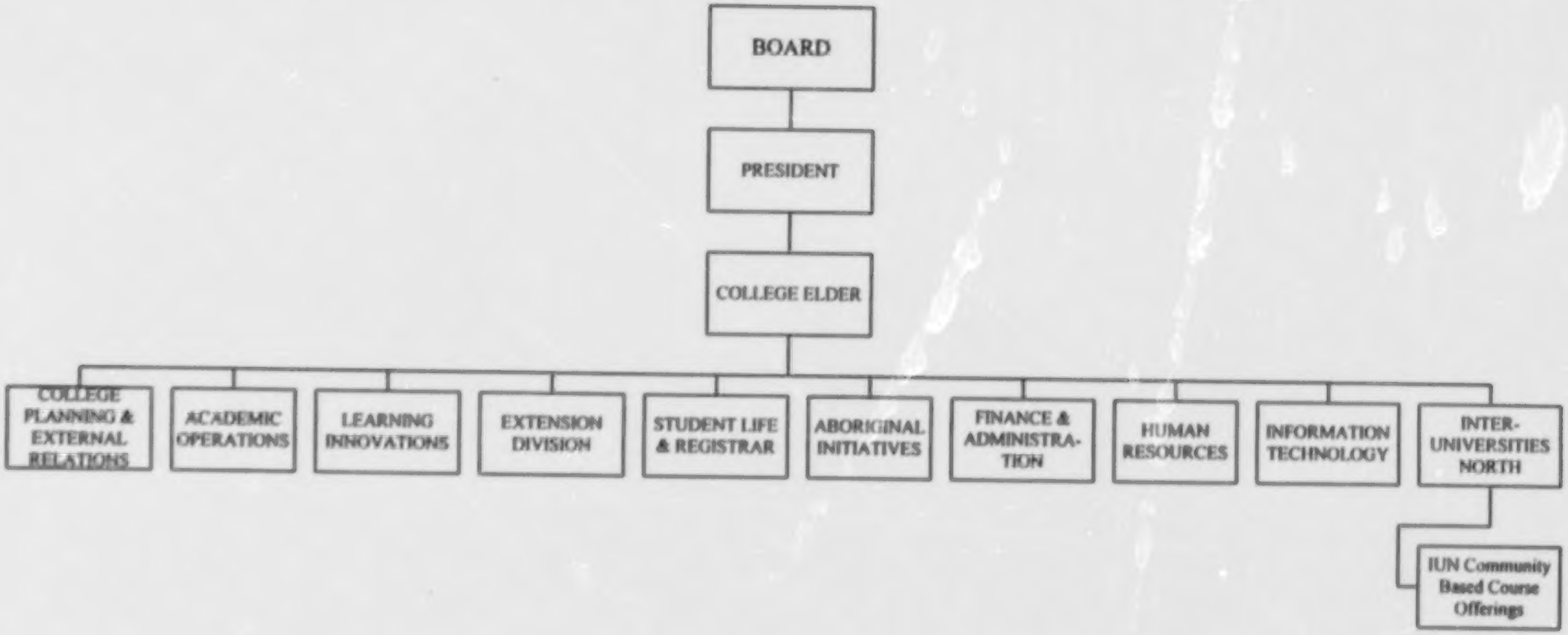
Note: ***For the address of the Access and Privacy Coordinator see the "Addresses" section of the Handbook.***

KEEWATIN COMMUNITY COLLEGE


BOARD
PRESIDENT
COLLEGE ELDER
COLLEGE PLANNING & EXTERNAL RELATIONS
ACADEMIC OPERATIONS
LEARNING INNOVATIONS
EXTENSION DIVISION
STUDENT LIFE & REGISTRAR
ABORIGINAL INITIATIVES
FINANCE & ADMINISTRATION
HUMAN RESOURCES
INFORMATION TECHNOLOGY
INTER-UNIVERSITIES NORTH
IUN Community Based Course Offerings

February 2000

INTRODUCTION

Keewatin Community College serves the residents of Northern Manitoba by providing vocational and academic training appropriate to their needs and aspirations. The College offers approximately 25 full-time day programs and a wide variety of continuing education and special programs on-campus in The Pas and Thompson, at regional centres in Flin Flon, Swan River, and Churchill, and by distance education in communities throughout the north.

Note: This directory of records is more detailed than some other chapters in the Handbook. Keewatin Community College is a government agency and has prepared Records Authority Schedules that have been approved by the Provincial Documents Committee under *The Legislative Library Act, Part II, Public Records and Archives*. The number found in the disposition line under records entries in the Directory (for example K/E 0330) refers to the approved Records Authority Schedule that authorizes retention and disposition.

BOARD OF GOVERNORS

The Board of Governors, appointed by the Lieutenant Governor in Council, is the governing body of the College and responsible to the Minister of Manitoba Education & Training. The Board of Governors is responsible for establishing the purpose and direction of the College, maintaining effective communication with the college community, ensuring the college is effectively and efficiently managed, and establishing college-wide policies that will guide the decision making and implementation process.

PRESIDENT

The President provides executive leadership and direction in the development, implementation and evaluation of policies, programs and operations of the College. The Board of Governors appoints this office for a 5-year renewable term.

Office Files
Destroyed after 4 years, subject to archival selection, under K/E 0340.

COLLEGE ELDER

The College Elder acts as an internal consultant to the College President, staff, and students on Aboriginal issues and traditional cultural knowledge and development. The Elder assists students with spiritual advise when required and maintains a close relationship with the Aboriginal communities to ensure that the College is providing relevant accessible programming.

COLLEGE PLANNING AND EXTERNAL RELATIONS

This division supports the President by leading and managing the College's innovation strategy, including market diversification, expansion, long-term growth opportunities, the strategic marketing function, market research and analysis. Responsibilities include the planning and co-ordination of new enterprises, activities, and associated implementation strategies; consultant services; pilot and special projects, and project team leadership; development and implementation of strategic plans; provision of leadership in the areas of marketing, communications, and community relations; student recruitment; media relations;

government relations; publications; advertising; and promotion of college activities and events.

ACADEMIC OPERATIONS

Academic Operations is responsible for the development, instruction, and evaluation of college courses and programs, and for implementing processes and procedures that allow for effective delivery of education and training appropriate to the unique needs of college communities and people.

Course/Training Files
General administration, external training, program development and evaluation and information services.
Destroyed after 3 years under K/E 0330.

LEARNING INNOVATIONS

Learning Innovations is responsible for researching and developing curriculum; providing support for staff professional development in the area of orientations, opportunities for mentoring and working with technology; developing partnerships with post-secondary institutions; co-ordinating advisory committees for specific programs; ensuring ease of access for students through Distributed Learning and recognition of prior learning; providing supports for students in career counselling, tutoring, and employment opportunities; and initiating surveys and reviews of College programs to ensure relevance and effectiveness.

Learning Innovation's Files
Authority: *The Colleges Act; The Education Administration Act.*
Purpose for Collection: To maintain a record of the completion of required courses for a Certificate in Adult Education for each instructor on staff.
Information: General information may include correspondence. Personal information may include: name; home address and telephone number; SIN; birth date.
Other Uses and Disclosures: Training institutions such as Assiniboine Community College, Red River College, Inter-Universities North, Brandon University; Manitoba Education and Training.
Retention and Disposition: To be determined.

EXTENSION DIVISION

Through contract training, the Extension Division of Keewatin Community College provides the best possible training tools utilizing qualified experienced trainers to meet the needs of the community, industry, or organization. Accredited post-secondary courses can be delivered and courses can be customized to meet the individual client's needs.

The association or partnership, both with the College or externally, is extensive and is continuously expanding to meet the needs of northern Manitoba and beyond.

Employee Files (Copies)
See Employee Files personal information bank description in the Human Resources section of this Directory.

Course Development
Course outlines, test samples, community liaison and course input.
Destroyed after 4 years under K/E 0321.

STUDENT LIFE AND REGISTRAR

This division is responsible for admissions and registration, as well as counselling, the operation of the college's residence, and recreation.

Counselling Support Files
Details regarding student support services (accommodation, awards, bursaries, career planning, community relations, convocation, liaison with native bands and tribal councils, student associations, and financing).
Destroyed after 4 years under K/E 0327.

Residence - Office Files
Monitoring of operations and requirements of the college residence including planning, privileges, policies, statistics, guidelines and offers of space.
Destroyed after 4 years under K/E 0313.

Registrar's Files
Authority: *The Colleges Act; The Education Administration Act; The Financial Administration Act.*
Purpose for Collection: To maintain record for College calendars; enrolment and termination reports; enrolment statistics and forecasts.
Information: General information may include: employee classification; job descriptions; correspondence and college calendars. Personal information may include: attrition reports which contain student name and student number; home address and telephone number; student's sponsor; worker's compensation claim numbers; SIN; gender; student financial information; security reports containing names of individuals involved in incidents. These records pertain to staff and students of Keewatin Community College.
Other Uses and Disclosures: Law enforcement agencies; training institutions such as Assiniboine Community College, Red River College, Inter-Universities North, Brandon University; Manitoba Education and Training; financial institutions (Manitoba Student Loan Program).
Retention and Disposition: Destroyed after 3 years, with the exception of college calendars, which are transferred to the Archives after 3 years, under K/E 0323.

Student Admission Files
Authority: *The Colleges Act; The Education Administration Act.*
Purpose for Collection: To maintain record for admissions and registration.
Information: Personal information may include: name; birth date; marital status; SIN; home address and telephone number; resume/application for admission; letters of reference; letter of acceptance; instructor advisement; progress reports; bursary awards; education history; employment history; pay and benefits information; criminal/security reference checks; personal health information (medical reports and assessments). Also includes cancelled or rejected applications and withdrawals. These records pertain to persons applying for training at Keewatin Community College and its various campuses.
Other Uses and Disclosures: Law enforcement agencies.
Retention and Disposition: Destroyed after 1 year under K/E 0336.

ACCESS Programs - Applicant and Student Files - The Pas and Thompson
Authority: *The Colleges Act; The Education Administration Act.*
Purpose for Collection: To maintain record for admissions and registration of Access students for The Pas and Thompson Campuses.
Information: Personal information may include: name; birth date; marital status; SIN; home address and telephone number; application for admission; letters of reference; awards information; education history;

employment history; pay and benefits information; bank loan information; credit card information; previous income tax information; gender; status; confirmation of employment equity group; family status; photo identification. These records pertain to persons training at Keewatin Community College under the Access program.

Other Uses and Disclosures: Law enforcement agencies; other Manitoba training institutions; Manitoba Education and Training; financial institutions (Manitoba Student Loan Program.)

Retention and Disposition: Applicant files destroyed after 4 years; student files destroyed 10 years after student exits/graduates from program under K/E 0352 and K/E 0353.

ABORIGINAL INITIATIVES

Aboriginal Initiatives provides leadership within the College about Aboriginal priorities so that it can respond effectively and with cultural sensitivity to meet present and changing educational needs. Works with the communities to develop educational partnership opportunities in the North.

Office Files

Destroyed after 2 years under K/E 0328.

FINANCE & ADMINISTRATION

Finance and Administration is responsible for the financial administration of the college, which includes accounting, bookstore, janitorial, security, purchasing, stores, and facilities/plant.

Office Files - Financial Administration

Destroyed after 6 years under K/E 0338.

Office Files - Administration

Destroyed after 2 to 6 years, with the exception of plans/programs and reports/statistics, which are transferred to the Archives after 3, and 4 years, under K/E 0334.

Budgets and Estimates

Destroyed after 5 years under K/E 0337.

Accounts Receivable

Destroyed after 6 years under K/E 0332.

Accounts Payable Files

Destroyed after 7 years under K/E 0342.

Bookstore - Sales Records

Destroyed after 4 years under K/E 0315.

Stores Support Files

Purchase orders, bookstore requests, packing slips, stores issue slips, relocations and loans of college property. Copies of Internal Requisitions, invoices, bills, and statements (originals retained at KCC Finance Division, The Pas).

Destroyed after 7 years under K/E 0331.

Facilities/Plant, Purchasing, and Stores Files

Monitoring and administration of College buildings, office equipment, and supplies.

Destroyed after 4 years under K/E 0339.

Payroll Reports Records

Authority: *The Financial Administration Act*; Program Policy.

Purpose for Collection: To maintain record of pay and benefits.

Information: Personal information may include: pay and benefits information; name; SIN; employee number. These records pertain to all staff of Keewatin Community College and its various campuses.

Other Uses and Disclosures: Manitoba Finance; law enforcement agencies; Canada Employment Centre; Civil Service Superannuation Board.

Retention and Disposition: Destroyed after a minimum of 1 month to a maximum of 6 years under K/E 0333.

Payroll Files

Authority: *The Financial Administration Act*; Program Policy.

Purpose for Collection: To maintain record of financial administration for all College employees as well as pay and benefits administration.

Information: Personal information may include: name; birth date; marital status; SIN; home address, telephone and fax numbers; Revenue Canada TD1 forms; banking information; pay and benefits information; staff development and training. These records pertain to employees of Keewatin Community College and its various campuses.

Other Uses and Disclosures: Law enforcement agencies; Manitoba Civil Service Superannuation Board; benefit carriers (for group benefit eligibility); financial institutions (confirming employment).

Retention and Disposition: Destroyed 7 years after closure under K/E 0325.

HUMAN RESOURCES

Human Resources is responsible for the overall management, development and implementation of Human Resource activities including staffing practices & procedures, training, and development.

Office Files

Destroyed after 4 years under K/E 0312.

Employee Files

Authority: Human Resource Management Procedures (KCC); *The Civil Service Act.*

Purpose of Collection: To maintain record of employment for all human resource activities.

Information: Personal information may include: name; employee number; birth date; marital status; SIN; home address, telephone and fax numbers; resume/application for employment; letters of reference; letters of offer; contractual documents; education; employment history; performance appraisals; pay and benefits information; revenue Canada TD1 forms; banking information; birth certificate (if over 50 years of age); employment equity declarations; staff development and training; criminal/security reference checks; employee exchange and secondment documents; conflict of interest disclosures; personal health information (medical reports and assessments). These records pertain to employees of Keewatin Community College and its various campuses.

Other Uses and Disclosures: Law enforcement agencies; Manitoba Civil Service Superannuation Board; benefit carriers (for group benefit eligibility); financial institutions (confirming employment); MGEU; Canada Employment Centre.

Retention and Disposition: Destroyed 60 years after closure under K/E 0311.

Competition Files

Authority: Human Resource Management Policies (KCC); *The Civil Service Act.*

Purpose for Collection: To maintain record of application for employment for all positions/jobs within the College.

Information: General information may include: board reports; selection criteria; interview questions; job descriptions and classifications; correspondence. Personal information may include: name; birth date; marital status; SIN; home address, telephone and fax numbers; resume/application for employment; education history; employment history; letters of reference; employment equity declaration; staff development and training; criminal/security reference checks (if applicable); conflict of

interest disclosures; assessment of candidates and evidence of reference checks; letters of offer. These records pertain to all persons who are seeking employment and who may have been selected for an interview with Keewatin Community College.
Other Uses and Disclosures: Law enforcement agencies; MGEU.
Retention and Disposition: Destroyed after 2 years under K/E 0310.

Attendance Reports and Leave Documents

Authority: Human Resource Management Policies and Procedures (KCC).
Purpose for Collection: To maintain record of attendance and leave for College employees.
Information: Personal information may include: name and employee number and attendance reports pertaining to all staff of Keewatin Community College and its various campuses, with the exception of excluded employees. Leave documents pertain to all employees.
Other Uses and Disclosures: Law enforcement agencies; MGEU.
Retention and Disposition: Destroyed after 10 years under K/E 0308.

Job Descriptions

Destroyed when position is eliminated under K/E 0309.

INFORMATION TECHNOLOGY

Information Technology provides assistance in equipment evaluation, acquisition and user education, computer systems and implementation, software upgrading, equipment maintenance, and standards development for automated information systems.

INTER-UNIVERSITIES NORTH

Inter-Universities North (IUN) is a consortium through which Brandon University, the University of Manitoba and the University of Winnipeg co-operate in the offering of university courses in northern Manitoba under the direction of the Council of Presidents of the Universities of Manitoba (COPUM). Education and Training assigned responsibility for some aspects of the administration to Keewatin Community College in October 1996. The College is not responsible for any academic matters, which are the sole jurisdiction of the universities.

IUN Community Based Course Offerings

IUN, in conjunction with COPUM, is responsible for the management, development and implementation of contract training, community-based programming, and evening programming in regards to university courses.

IUN Employee and Instructor Files

Authority: *Human Resource Management Procedures (KCC); The Civil Service Act.*
Purpose of Collection: To maintain record of employment for all human resource activities.
Information: Personal information may include: name; employee number; birth date; marital status; SIN; home address, telephone and fax numbers; resume/application for employment; letters of reference; letters of offer; contractual documents; education; employment history; performance appraisals; pay and benefits information; revenue Canada TD1 forms; banking information; birth certificate (if over 50 years of age); employment equity declarations; staff development and training; criminal/security reference checks; employee exchange and secondment documents; conflict of interest disclosures; personal health

information (medical reports and assessments). These records pertain to employees of Inter-Universities North.

Other Uses and Disclosures: Law enforcement agencies; Manitoba Civil Service Superannuation Board; benefit carriers (for group benefit eligibility); financial institutions (confirming employment); MGEU; Canada Employment Centre.

Retention and Disposition: To be determined.

IUN Student Files

Authority: *The Brandon University Establishment Regulation – Section 11; The Education Administration Act.*

Purpose for Collection: To maintain record for admissions and registration.

Information: Personal information may include: name; birth date; marital status; SIN; home address and telephone number; resume/application for admission; letters of reference; letter of acceptance; instructor advisement; progress reports; bursary awards; education history; employment history; pay and benefits information; criminal/security reference checks; personal health information (medical reports and assessments). Also includes cancelled or rejected applications and withdrawals. These records pertain to persons applying for training at IUN's various campuses.

Other Uses and Disclosures: Law enforcement agencies.

Retention and Disposition: To be determined.

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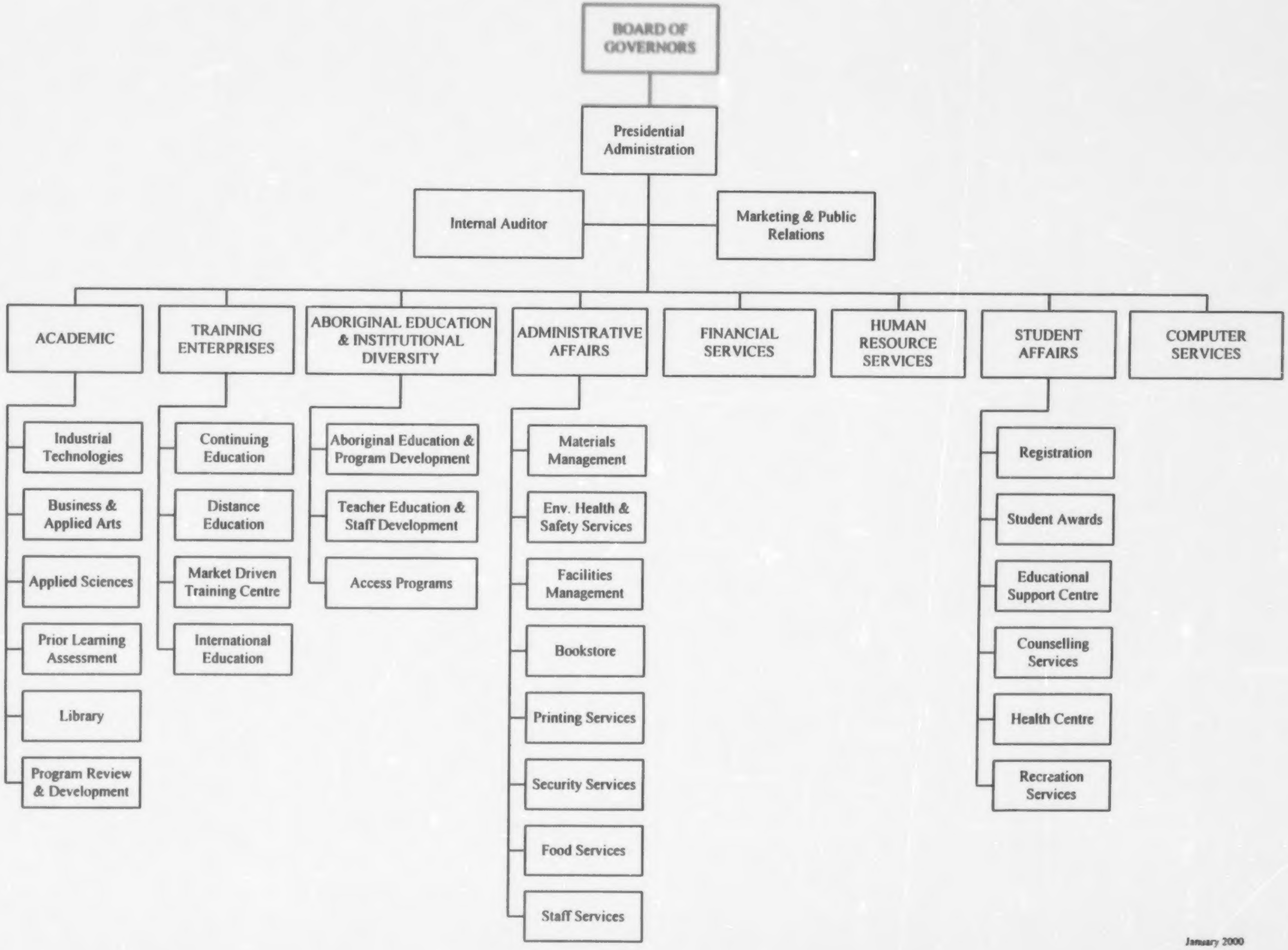
Note: ***For the address of the Access and Privacy Coordinator, see the "Addresses" section of the Handbook.***

RED RIVER COLLEGE


BOARD OF GOVERNORS
Presidential Administration
Internal Auditor
Marketing & Public Relations
ACADEMIC
Industrial Technologies
Business & Applied Arts
Applied Sciences
Prior Learning Assessment
Library
Program Review & Development
TRAINING ENTERPRISES
Continuing Education
Distance Education
Market Driven Training Centre
International Education
ABORIGINAL EDUCATION & INSTITUTIONAL DIVERSITY
Aboriginal Education & Program Development
Teacher Education & Staff Development
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January 2000

INTRODUCTION

Red River College offers more than 90 post-secondary diploma and certificate programs in the fields of applied arts, applied sciences, business, community services, developmental education, health and technology as well as training for apprentices in 20 designated trades. The College also offers a comprehensive array of courses for part-time learners in southeastern Manitoba through its continuing education and distance education offices and regional centres in the Interlake (Gimli), the Pembina Valley (Winkler), Portage la Prairie, Selkirk and Steinbach.

Note: This directory of records is more detailed than some other chapters in the Handbook. Red River College is a government agency and has prepared Records Authority Schedules that have been approved by the Provincial Documents Committee under *The Legislative Library Act, Part II, Public Records and Archives.* The number found in the disposition line under records entries in the Directory (for example RRC/E 0192) refers to the approved Records Authority Schedule that authorizes retention and disposition.

BOARD OF GOVERNORS

The Board of Governors, consisting of not less than 10 and not more than 12 members appointed by the Lieutenant-Governor-in-Council, is responsible for determining policies with respect to the organization, administration, operation and programs of study, and managing the business affairs of the corporation in accordance with *The Colleges and Consequential Amendments Act*.

Board of Governors' Records

Office files and meeting files including minutes of the Board and committees, reports, policy and planning documents and budget review records.

Meeting files transferred to Archives after 10 years, office files destroyed after 5 years under RRC 0001.

PRESIDENTIAL ADMINISTRATION

The President provides overall leadership and management in the development, implementation and evaluation of policies, programs, operations and services of the College. The President is appointed by the Board of Governors for a five year renewable term.

The Presidential Administration branch is responsible for Internal Audit, Marketing and Public Relations

President's Office Files

Includes correspondence, college policies and procedures, strategic and business plans, general office files and College Management Committee (CMC) records. CMC is the senior management group of the College responsible for internal policy development and decision-making.

CMC records transferred to Archives after 10 years; all other records destroyed after 5 years, subject to archival selection, under RRC/E 0401A.

Internal Auditor

The Internal Auditor is responsible for developing and executing a comprehensive internal management audit program at the College.

Internal Audit Files
Destroyed after 10 years under RRC 0002.

Marketing and Public Relations

Marketing and Public Relations is responsible for establishing the short and long term strategic direction for fundraising, public relations, communications and marketing. Development and Alumni Affairs is a part of this department.

Office Files
Destroyed after 5 years under RRC 0003.

ACADEMIC

The Academic Deans, Prior Learning Assessment Facilitator, and the Director of Library and Program Services report to the Vice-President Academic who also carries academic program responsibility college-wide.

Vice-President Academic - Office Files
Destroyed after 5 years under RRC/E 0438A.

Academic Deans' Office Files
Destroyed after 4 years under RRC/E 0439A.

Academic Chairs' Office Files
Destroyed after 4 years under RRC/E 0440A.

Industrial Technologies

The division consists of five departments headed by Chairs: Civil Technology; CAD Technology; Communications; Mathematics and Science; Mechanical, Manufacturing and Materials; Transportation and Construction.

Business and Applied Arts

This division consists of four departments: Accounting and Computer Education; Creative Arts; Hospitality and Management; and Marketing.

Applied Sciences

This division includes the Community Services; Health and Applied Sciences; the Nursing departments, Sustainable Development and Electrical Electronics Technology.

Nursing Students' Records
Authority: Program Policy.
Purpose for Collection: To record each student's academic performance (both theory and clinical) and community practice.
Information: Personal information may include: name; gender; birth date; student number; address; home and work telephone numbers; health information; immunization records; transcripts; family/marital status; previous employment; education history; summary statements.
Other Uses and Disclosures: Prospective employers; other educational institutions (for students continuing their education in other locations).
Retention and Disposition: Destroyed after 60 years under RRC 0004.

Prior Learning Assessment

This area is responsible for the identification, assessment and recognition of acquired skills, knowledge or competencies in adults. Prior learning may be assessed by: portfolio assessment, challenge exams, standardized tests, educational documentation or a program review or non-academic training programs. A positive assessment is applied toward academic credit.

Office Files
Destroyed after 5 years under RRC 0005.

Library

The Library offers a wide range of resources and services to support program assignments and to encourage the general pursuit of knowledge beyond specific class requirements.

Office Files
Destroyed after 5 years under RRC/E 0442.

Learning Resource Centre Records
Development of Learning Resource Centre services (public services, technical services, audiovisual services).
Destroyed after 5 years under RRC/E 0443.

Media Services – Manager's Office Files
Destroyed after 2 years under RRC/E 0432.

Media Services - Monthly Statistics - Media Production Order System
Destroyed after 4 years under RRC/E 0433.

Media Services - Copyright Releases
Destroyed after 7 years under RRC/E 0434.

Program Review and Development

The responsibilities of Program Review and Development include program evaluation, development and the coordination of Co-operative Education.

Office Files
Destroyed after 5 years under RRC/E 0446A.

Program Development Files
Curriculum and program development and evaluation.
Destroyed after 3 years under RRC/E 0444.

Survey Files
Destroyed after 7 years under RRC 0006.

TRAINING ENTERPRISES

The role of the department is to provide high quality education and training opportunities to part time learners. This division includes four academic areas headed by chairs: Continuing Education (evening, weekend and part-time programs), Distance Education/Regional Services (distance delivery and regional locations), Market Driven Training, and International Education.

Vice-President – Office Files
Destroyed after 5 years under RRC/E 0471A.

Academic Support Services - Test Scores
Authority: Program Policy.
Purpose for Collection: To create and maintain applicant and student records for full-time/part-time academic upgrading programs.
Information: Specific college program information which contains enrolment dates; grad status; marks premature termination. Personal information may include: name; address; telephone number (home and work); SIN; gender; birth date; marital status; citizenship; aboriginal status; visible minority; physical disabilities; emergency contacts.
Other Uses and Disclosures: Records may be used by bands and/or agencies which sponsor applicants for academic upgrading and employers and other institutions who have sponsored individuals to attend classes.
Retention and Disposition: Destroyed after 2 years under RRC/E 0467.

Continuing Education

Continuing Education offers a wide range of advanced diploma, diploma, certificate, refresher courses and programs which provide students with many learning opportunities on a part-time basis.

Students' Files

Authority: Program Policy.

Purpose for Collection: To create and maintain student records for part-time Continuing Education programs.

Information: Personal information may include: student number; name; address; telephone number (home and work); SIN; gender; birth date; information as it pertains to sponsorship (confirmation from sponsoring agency); grades.

Other Uses and Disclosures: College departments (Academic, Counselling, Students Awards Office, Security, Program Services); Student Financial Assistance and their collection agencies; employers and other institutes as authorized by students.

Retention and Disposition: Destroyed after 60 years under RRC/E 0449A.

Evening Instructor Employee Files

Authority: *The Civil Service Act.*

Purpose for Collection: To maintain record of employment for all employee activities (evening instructors and casual contract employees).

Information: Personal information may include: name; birth date; marital status; SIN; home address; telephone and fax number; resume; application for employment; evaluations; education history; employment history; Employment Insurance; records of employment.

Other Uses and Disclosures: None.

Retention and Disposition: Destroyed after 60 years under RRC 0009.

Distance Education

Distance Education offers over a hundred courses with instruction provided by combinations of textbooks, course packages, videotapes, CD-ROMs, teleconference classes, the Internet, and telephone tutorials.

Registration Records

Registration of Distance Education students. Destroyed after 3 years under RRC/E 0468.

Students' Files

Authority: Program Policy.

Purpose for Collection: To create and maintain applicant and student records for Distance Education courses.

Information: Personal information may include: student number; course; program; name; address and telephone number (home and work); e-mail address for Internet courses; SIN; Canadian Forces Community College Network participant information; financial information as it pertains to course cost (i.e. payment method - credit card, cheque, sponsorship, debit card, cash); course information (date package mailed, instructor advised/class list, tuition receipt ordered, ID card ordered and received, transcript ordered and received, termination/withdrawal, returnable materials); marks.

Other Uses and Disclosures: College departments (academics) sponsoring agencies.

Retention and Disposition: Destroyed after 60 years under RRC/E 0449A.

Market Driven Training Centre

The Market Driven Training Centre develops and delivers special training programs to meet the needs of employers, the labour market and emerging or high growth sectors of the Manitoba economy.

International Education

The focus of International Education involves developing partnerships with organizations outside of Canada to share expertise and to assist in the growth of emerging economies. Custom designed training programs are delivered both in Canada and abroad in cooperation with partners and special clients.

Office Files
Destroyed after 5 years under RRC 0007.

Students' Files
Authority: Program Policy.
Purpose for Collection: To maintain record of International (Student Authorization Visa) students at RRC.
Information: Personal information may include: name; home address; telephone and fax number; e-mail address; birth date; gender; nationality; emergency contacts; education history; employment history; educational transcripts; letters of reference; copies of passport, visa and health insurance coverage; language and college test results; college marks. Each file also has a student number assigned to the College's Student Information System and an International Student Contract number for accounting purposes.
Other Uses and Disclosures: Within the College information is distributed to Registration or Academic Development Services or Teacher Education for program registration purposes. Information is also shared with Program Chairs in determining an applicant's eligibility for acceptance. Application and acceptance details are given to Financial Administration for the initiation and maintenance of international student financial contracts. Disclosure to federal government agencies locating persons in connection with immigration matters, benefit carriers (for insurance coverage eligibility).
Retention and Disposition: Destroyed after 60 years under RRC/E 0449A.

ABORIGINAL EDUCATION AND INSTITUTIONAL DIVERSITY

This division includes three Academic areas: Aboriginal Education and Program Development, Teacher Education and Staff Development, and, ACCESS programs. The division is also responsible for services to students and staff through the Centre for Intercultural Development, the Educational Support Services Department (which includes Counselling Services and the Assessment Centre), and the Community Liaison Office.

Dean's Office Files
Financial files, administrative files, Task Force on Services to Multicultural and Aboriginal Communities files.
Task Force files transferred to Archives after 7 years, all other files destroyed after 7 years under RRC 0010.

Aboriginal Education and Program Development

The Aboriginal Education and Program Development Department offers a number of strategic programs that are designed to assist students from various backgrounds to be successful in all areas of the College with a focus on cooperative work with the Aboriginal community

Teacher Education and Staff Development

Teacher Education and Staff Development is involved in the integrated RRC/University of Manitoba Bachelor of Education degree, the Tri-College Certificate in Adult Education programs and the College-wide central staff development programming.

Chair's Office Files
Destroyed after 7 years under RRC 0011.

Teacher Education Student Files
Authority: Program Policy.
Purpose for Collection: To record the students' personal and academic history.
Information: Personal and registration files; academic history files; administrative files. Personal information may include: name; home address and telephone number; birth date; SIN; marital and family status; education history; course marks and academic progress records; school experience evaluations; certification recommendations; student number.
Other Uses and Disclosures: None.
Retention and Disposition: Administrative files destroyed after 10 years, all other files destroyed after 60 years under RRC 0012.

Access Programs

The ACCESS program is designed to provide admission to various College programs for low-income students who have not had the opportunity to enter into regular programs because of social, economic, cultural factors, or lack of formal education.

Office Files
Destroyed after 7 years under RRC 0014.

Financial Administration
Destroyed after 7 years under RRC 0015.

Students' Files
Authority: Program Policy.
Purpose for Collection: To record the application process for entry into programs administered by ACCESS and Southern Nursing Programs.
Information: Personal information may include: name; home address and telephone number; gender; personal health information; marital/family status; selection evaluations; letters of reference; transcripts; photographic identification; academic progress report.
Other Uses and Disclosures: *None.*
Retention and Disposition: Destroyed after 60 years under RRC/E 0449A.

ADMINISTRATIVE AFFAIRS

Administrative Affairs includes Materials Management, Environmental Health and Safety Services, Facilities Management, the Bookstore, Printing Services, Security Services, Food Services, and Staff Services.

Vice-President - Office Files
Destroyed after various retention periods ranging from 2 to 30 years under RRC/E 0406A.

Materials Management

Materials Management is responsible for charge-back for stores area, purchase and corporate cards, system contracts, air travel, mail management and college purchasing policies and procedures.

Manager - Office Files
Destroyed after 1 year with the exception of receiving records which re destroyed after 7 years under RRC/E 0426A.

Environmental Health and Safety Services

Environmental Health and Safety Services is responsible for the handling/disposal of hazardous materials, Workers Compensation Board claims management, incident investigations and Workplace Hazardous

Materials Information System (WHMIS) training throughout the College.

Workplace Safety and Health Files

Destroyed after 10 years under RRC/E 0404.

Workers Compensation Board Files

Authority: *The Workers Compensation Act.*
Purpose for Collection: To maintain record of claimant files for the administration of compensation benefits and documentation regarding claim management activities.
Information: Personal information may include: name; birth date, marital status; SIN; PHIN; employee number; home address; telephone and fax numbers; pay and benefits information; personal health information (medical records and assessments) details on occupational injury or illness. These records pertain to RRC staff and students who are eligible for WCB benefits and who have suffered from occupational injuries or illnesses.
Other Uses and Disclosures: Human Resource Services; Workers Compensation Board; College Health Centre.
Retention and Disposition: Destroyed after 60 years under RRC/E 0463A.

Employee and Student Safety Training Records

Authority: *The Workplace Safety and Health Act*, and Regulations.
Purpose for Collection: To maintain record of safety-related training staff and students have received as they pertain to their employment or field of study.
Information: Personal information may include: name; employing department; job title and classification; course evaluation or marks; employee or student number. Workplace Hazardous Materials Information System (WHMIS) requires training prior to a worker being exposed to hazardous materials. These records pertain to all staff and students who receive related training from Environmental Health and Safety Services or have training records forwarded for inclusion in the records system.
Other Uses and Disclosures: Employing department; Manitoba Labour; Workplace Safety and Health Division; Human Resource Services.
Retention and Disposition: Destroyed after 30 years under RRC 0018.

Facilities Management

Facilities Management maintains the College building infrastructure, pavement, grounds, and general maintenance including cleaning services.

Facilities Files

Requests for use of facilities, documentation of minor modifications and major project files. Destroyed after various retention periods ranging from 2 to 5 years following completion of project under RRC/E 0405A.

Bookstore

The Bookstore provides the required textbooks and equipment for purchase by students for most College programs.

Purchasing Files

Destroyed after 4 years, with the exception of purchase orders and ledgers which are destroyed after 7 years, under RRC/E 0429.

Sales Files

Authority: Program Policy.
Purpose for Collection: To maintain records of all sales and refunds processed through the bookstore.
Information: Ledgers, sales and record summaries, student parking and security reports, and cash register balance sheets. Personal information may include: name; student number; home address and telephone

number; course information; vehicle information; charge card information.
Other Uses and Disclosures: Parking Services and Security; Student Loan Office.
Retention and Disposition: Destroyed after 7 years under RRC/E 0430A.

Manager's Office Files
Destroyed after 3 years, with the exception of policy and procedure files which are destroyed once revised, financial reports which are destroyed after 7 years, and employee files which are transferred to Human Resource Services after closure and unnecessary records destroyed, under RRC/E 0431.

Printing Services

Printing Services provides quality and cost-effective printing services to the College and its constituents as well as design and convenience copier services.

Manager's Office Files
Destroyed after 2 years under RRC/E 0436.

Copyright Releases
Destroyed after 7 years under RRC/E 0435.

Chargeback Requisitions
Destroyed after 1 year under RRC/E 0437A.

Security Services

Security Services is responsible for providing a safe and secure environment for staff, students and visitors.

Office Files
Destroyed after 1 year under RRC 0019.

Food Services

Food Services provides Hospitality department students with a training facility and provides students and staff of the College with high quality and affordable food along with exceptional customer service.

Staff Services

Staff Services offers keyboarding services to the staff of Red River College for instructional and administrative requirements.

FINANCIAL SERVICES

Financial Services has overall responsibility for co-ordinating and controlling the financial activity of the College. Staff are responsible for annual and multi-year budget preparation; monitoring and reporting on revenue and expenditures during the year; cash flow management including investment activity; and the provision of fiscal advice to the Board of Governors and College Management.

Chief Financial Officer - Office Files
Destroyed after 7 years under RRC/E 0415.

Accounts Payable
Destroyed after 7 years under RRC/E 0416A.

Accounts Receivable
Destroyed after 7 years under RRC/E 0418A.

General Ledger and Financial Reports
Destroyed after 7 years, with the exception of year-end reports which are transferred to Archives after 7 years under RRC/E 0417A.

Student Information System Financial Records
Authority: Program Policy.

Purpose for Collection: To monitor and track all financial transactions relating to all students.
Information: Personal information may include: student number; name; home address and telephone number; SIN; gender; birth date; credit card number; financial information (source of income, financial circumstances); premature termination date and reason for termination; charge back number; refund cheque number; invoice numbers.
Other Uses and Disclosures: Other College departments (Registration, Continuing Education, Regional Centres, Market Driven Training, Distance Education, Academic, Student Awards and Program Services); Revenue Canada; collection agencies; banks; sponsoring agencies.
Retention and Disposition: Destroyed after 7 years under RRC/E 0420A.

HUMAN RESOURCE SERVICES

Human Resource Services is responsible for the development and implementation of comprehensive human resource policies, programs, and services such as staffing, employment equity, labour relations, pay and benefits administration and position classification administration.

Personnel and Payroll Administration Files

Authority: *The Civil Service Act.*
Purpose for Collection: To support the personnel administration and to maintain a personal history on each employee.
Information: Competition files, employee files, payroll records, vouchers, office administration files. Personal information may include: name; birth date; marital status; SIN; home address; telephone and fax numbers; resume; application for employment; letters of reference; letters of offer; contractual documents; education history; employment history; performance appraisals; pay and benefits information; staff development and training; criminal/security reference checks; interchange and loan documents; conflict of interest disclosures; personal health information (medical reports and assessments). These records pertain to RRC employees (regular, term, casual and contract).
Other Uses and Disclosures: Law enforcement agencies; Manitoba Civil Service Superannuation Board; Manitoba Finance; benefit carriers (for group benefit eligibility); financial institutions (confirming employment with written approval from employee).
Retention and Disposition: Destroyed after various retention periods ranging from 2 to 7 years, with the exception of employee files which are transferred to Archives after 60 years under RRC 0016.

STUDENT AFFAIRS

Student Affairs includes Registration, Student Awards, Educational Support Centre, Counselling Services, the Health Centre, and Recreation Services. The Dean of Student Affairs also has responsibility for liaison with the Students' Association.

Dean's Office Files

Destroyed after 5 years under RRC/E 0447A.

Dean's Office Files - Appeal Files

Authority: Program Policy.
Purpose for Collection: Original appeals and transcripts of students relating to marks, harassment, termination and discipline.
Information: Personal information may include: name; home address; student number; telephone number; personal opinions; course grades.

Other Uses and Disclosure: Appeal Committee (internal).
Retention and Disposition: Transferred to Archives after 10 years under RRC/E 0447A.

Registration

The Registration department is responsible for creating and maintaining records of students and applicants in full-time day programs. The department processes applications to ensure applicants have required program entrance requirements. Applicants are then accepted, registered and student records updated as marks are entered and graduate status or premature termination information is recorded.

Office Files

Financial files, administrative files, Document Request forms. Document Request forms destroyed after 1 year, all other records destroyed after 3 years under RRC/E 0450A.

Student's Files

Authority: Program Policy.
Purpose for Collection: To maintain personal, previous education and program related information on applicants and students.
Information: Student files, applicant files, tuition files. Personal information may include: student number; name; address; telephone number (home and work); SIN; gender; birth date; marital status; citizenship status; aboriginal status; visible minority status; physical disability status; main activity during year prior to applicant; education history (including transcript from other institutions and RRC); name and telephone number of individual to contact in case of emergency; correspondence; financial information as it pertains to program costs (i.e. sponsorship, copies of Student Loan documents); college program information (i.e. enrolment dates; grad status, marks, premature termination date and reason); Tuition and Education Tax Credit Certificates.
Other Uses and Disclosures: College departments (Academic, Counselling, Student Awards Office, Security, Program Services); Student Financial Assistance and their collection agencies; law enforcement agencies; Employment Insurance; sponsoring agencies; employers; other institutes as authorized by students.
Retention and Disposition: Destroyed after various retention periods ranging from 1 to 60 years under RRC/E 0449A.

Student Awards

The Student Awards Office is responsible for administering a number of the College's scholarships and awards, including Emergency Loans. The Office is also responsible for issuing Canada and Manitoba Student Loans to students.

Student Awards and Scholarship Files

Authority: Program Policy.
Purpose for Collection: To maintain information on scholarships and awards processed through the Student Awards Office.
Information: Description of scholarships and requisite criteria, list of donors (where applicable), applications for scholarship, emergency loans. Personal information may include: name; birth date; marital status; SIN; home and office address; student number; telephone and fax numbers; education history; course marks and academic progress reports; financial records.
Other Uses and Disclosures: None.
Retention and Disposition: Destroyed after various retention periods ranging from 1 to 50 years after Award/Scholarship had been discontinued under RRC/E 0453A.

Educational Support Centre

The Educational Support Centre consists of the following six units: Counselling, Education Support Services (which handles exam accommodations, special needs requirements for students with disabilities, tutoring, interpreting), Deaf Literacy Programs, ASL/English Interpreting Programs, Assessment Centre and Job Centre.

Office Files

Destroyed after 7 years under RRC 0013.

Program Files

Policy and procedure documents, correspondence, statistics, descriptions of courses and subjects offered by the six units of the Centre.
Destroyed after 4 years under RRC/E 0457A.

Advisory Committee Files

Advice to the Centre concerning the planning and implementation of educational support services.
Transferred to Archives after 10 years under RRC/E 0459A.

Student Counselling Files

Authority: Program Policy.
Purpose for Collection: To maintain information on clients seen by the counsellors in the Educational Support Centre, Counselling unit.
Information: Correspondence; transcripts; case history; client contact. Personal information may include: name; birth date; home address and telephone number; gender; marital/family status; SIN; personal health information; education history; employment history; financial history and circumstances; educational support services costs; billing information. The records pertain to all individuals seeking counselling on disability, personal, academic, financial and career issues.
Other Uses and Disclosures: None.
Retention and Disposition: Destroyed after 30 years under RRC/E 0458A.

Assessment Centre – Admissions

Authority: Program Policy.
Purpose of Collection: To ascertain and record applicant aptitude, ability or achievement on required entrance tests.
Information: Test answer sheets and related reports and summaries for group and individual testing related to admission of applicants to college courses. Personal information may include: name; address; telephone number; SIN; gender; birth date, marital status; education history; course marks; academic progress reports.
Other Uses and Disclosures: None.
Retention and Disposition: Destroyed after 5 years under RRC/E 0461.

Counselling Services

Counselling Services assists students in working through academic, personal, financial and career issues which may have an impact on success at the College.

Director's Office Files

Destroyed after 3 years under RRC/E 0462.

Health Centre

The Health Centre offers personal health counselling and teaching as well as health information upon request. The Health Centre also administers immunizations to students in health-related programs.

Staff/Student Medical Records

Authority: Program Policy.
Purpose for Collection: To maintain a record of staff and student medical complaints;

treatment and referral provided by the Health Centre.

Information: Personal information may include: name; department; course; acute and chronic medical conditions; allergies; names of personal physicians; treatments provided; referral dates and who referred to; family concerns; medications individual is taking.

Other Uses and Disclosures: None.

Retention and Disposition: Destroyed after 30 years under RRC/E 0465A.

Staff/Student Medical Records – Student Immunization Records

Authority: Program Policy.

Purpose for Collection: To maintain record of immunizations administered to students in health related courses.

Information: Personal information may include: name; home address; birth date; course; student number; course admission date; course completion date; history of disease; allergies; immunizations/ vaccinations received; personal physicians name and business address; chest x-ray dates and results.

Other Uses and Disclosures: None.

Retention and Disposition: Destroyed after 75 years under RRC/E 0465A.

Staff/Student Medical Records - Staff Audiometer Test Results

Authority: *The Workplace Safety and Health Act*.

Purpose for Collection: To maintain annual hearing test results of staff exposed to sound levels of 80 decibels or greater in their work environment according to the *Workplace Safety and Health Act* - Hearing Conservation and Noise Control Regulation.

Information: Personal information may include: name; home address; gender; birth date; SIN; date employed and in what department; hearing test results; recommendations dependant on results; dates of hearing tests.

Other Uses and Disclosures: None.

Retention and Disposition: Destroyed after 75 years under RRC/E 0465A.

Recreation Services

Recreation Services offers facilities and equipment for various recreational activities including weight training and cardiovascular workouts. Fitness appraisals and classes are available and a variety of intramural sports are offered.

Fitness Appraisal Files

Authority: Program Policy.

Purpose for Collection: To maintain record of staff and students fitness appraisal results to determine a baseline fitness level before recommending a fitness program. Fitness appraisal results are conducted following a standardized testing protocol described under the Canadian Standardized Test of Fitness of staff/students who request and pay for this assessment.

Information: Personal information may include name; telephone number; birth date; usual alcohol and cigarette consumption.

Other Uses and Disclosures: None.

Retention and Disposition: Destroyed after 6 years under RRC 0020.

COMPUTER SERVICES

Computer Services is responsible for administrative and academic computer services which includes support to students and staff in the effective and efficient use of electronically based information and communication technologies. This division also provides and maintains the technical infrastructure, and develops, acquires and maintains business applications used to operate and manage all three Manitoba community colleges including statistical and graduate follow-up services.

Director's Office Files
Destroyed after 7 years under RRC/E 0421.

Computer Systems Operating Procedures and Job Control Language Listings
Output distribution, data entry, and run procedures.
Destroyed when superseded by new documentation under RRC/E 0424A.

Student Laptop Contracts
Authority: Program Policy.
Purpose of Collection: To provide a record of computer laptops issued on loan to current and past Red River College students and staff.
Information: Contracts of laptop issuance to students or staff and schedules listing all components and identification of laptops. Personal information may include: name; address; telephone number; SIN; gender; birth date; college program information (i.e., enrolment date and grad status).
Other Uses and Disclosures: None.
Retention and Disposition: Destroyed 1 year after termination of the agreement under RRC 0017.

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Note: The *Directory of University of Manitoba Records* was prepared for inclusion in the *FIPPA Handbook for Educational Bodies* by the FIPPA Coordinator's Office, Archives and Special Collections, University of Manitoba. Please contact the University of Manitoba FIPPA Office (see the "Addresses" section of the Handbook) if you have any questions or feedback about this Directory of Records.

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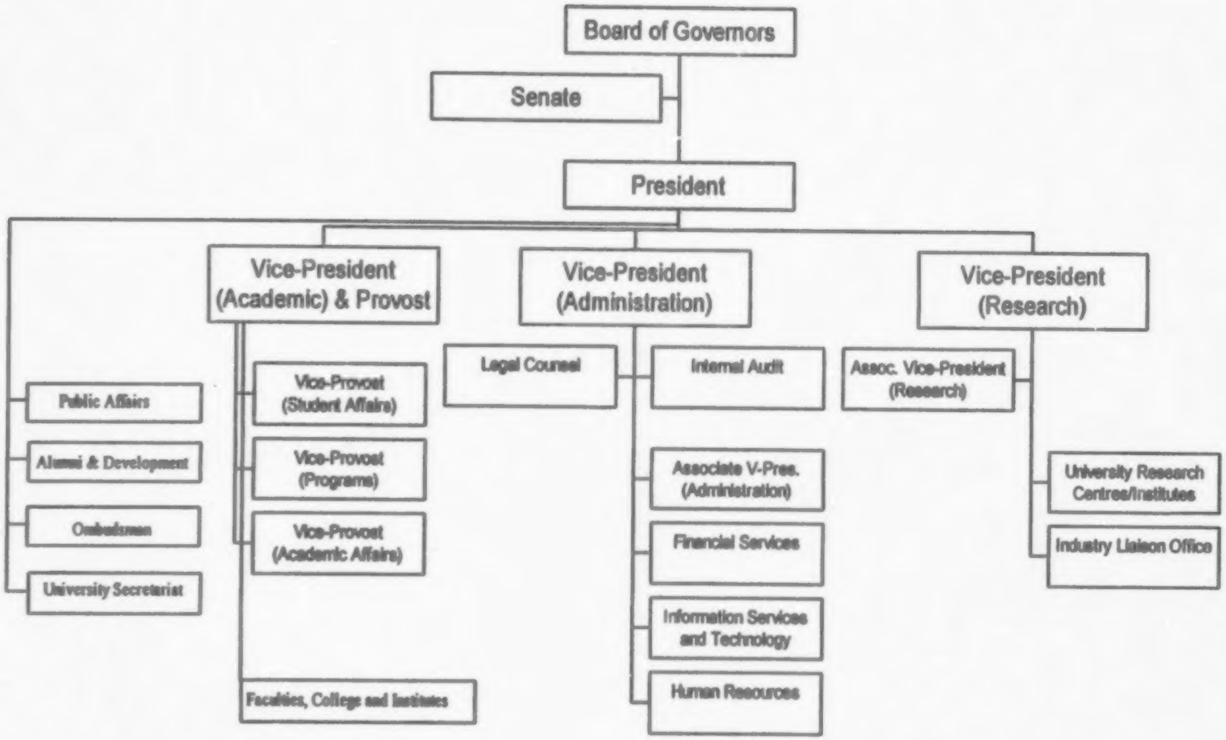
Note: ***For the address of the Access and Privacy Coordinator, see the "Addresses" section of the Handbook.***

UNIVERSITY OF MANITOBA


Board of Governors
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Vice-President (Academic) & Provost
Vice-President (Administration)
Vice-President (Research)
Public Affairs
Alumni & Development
Ombudsman
University Secretariat
Vice-Provost (Student Affairs)
Vice-Provost (Programs)
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Information Services and Technology
Human Resources
Assoc. Vice-President (Research)
University Research Centres/Institutes
Industry Liaison Office

University of Manitoba was established in 1877 to confer degrees on students graduating from its three founding colleges: St. Boniface College, St. John's College, and Manitoba College. In 1900 the Manitoba legislature changed the University Act so that the University could do its own teaching. By 1929, following the addition of more programs, schools, and faculties, the University had moved to its permanent home to the Fort Garry campus. The second campus of the University comprises a complex of nine buildings located west of the Health Sciences Centre. This complex houses the medical and dental instructional units of the University.

From its founding until the present time, the University has added a number of colleges to its corporate and associative body. In 1882 the Manitoba Medical College, which had originally been founded by some practising physicians and surgeons, became a part of the University. Other affiliations followed: the Methodist Church's Wesley College in 1888; the Manitoba College of Pharmacy in 1902; the Manitoba Agricultural College in 1906; St. Paul's College in 1931; and Brandon College in 1938. St. Andrew's College, initially an associated college since 1964, became an affiliated college in 1981.

In 1967 two of the colleges that had been part of the University of Manitoba were given university status by the provincial government. United College which had been formed by the merging of Wesley College and Manitoba College, became the University of Winnipeg, and Brandon College became Brandon University.

The University of Manitoba offers undergraduate liberal education in arts, science and education as well as providing programs in a broad range of professional studies, applied sciences and fine and performing arts and is responsible for the vast majority of graduate education and research in Manitoba. It manages and delivers a comprehensive array of both degrees and non-degree credit courses not only on its campuses but also by correspondence and other distance education modalities.

BOARD OF GOVERNORS

The University of Manitoba Act gives the Board of Governors plenary power, authority and privilege over all aspects of University life. The Board is composed of 23 members including the President of the University.

The University Secretariat keeps all records pertaining to the Board of Governors and the Senate.

SENATE

The Senate is the primary academic governing body of the University. *The University of Manitoba Act* gives the senate general charge over all matters of an academic character. It has the power to determine degrees, diplomas and certificates to be granted by the University and the individuals to whom they will be granted; entrance requirements; matters relating to instruction and examinations; course changes and approvals; and the approval of the academic schedule. Matters on which the Senate recommends to the Board of Governors include: new programs; the creation of or changes to academic units at the University, agreements for joint instruction with other institutions; the affiliation or association of the University with any college established within the province.

The University Secretariat keeps all records pertaining to the Board of Governors and the Senate.

PRESIDENT

The President exercises general supervision over and direction of all operation of the University: academic work; student, staff and business affairs. The President is appointed by a Board of Governors selection committee for a seven year term.

Office Files

Personnel Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record for employment at the department level for all human resource activities.
Information: Personal information may include: name; home address; home telephone number; home fax number; home e-mail address; date of birth; gender; marital/family status; SIN; employee number; student number; credit card number; education history; staff development and training; employment history; resumes; reference letters; performance appraisals; vacation/leave reports; pay and benefits information; opinions.; termination documents; criminal/security reference checks; pension information.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

University Secretariat

The University Secretariat keeps all records pertaining to the Board of Governors and the Senate.

Office Files
Files regarding budget, general financial activities, committee minutes, correspondence, policies and procedures and other administrative records. Destroyed or preserved according to Policy 226.

Board and Executive Agendas
Agendas for various board and executive meetings.

Board Committee Files
Information files used for board committees.

Appeals Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain records of appeals for future reference.
Information: Personal information may include: name; home address; telephone number; date of birth; gender; student number; transcripts; national/ethnic origin; religion/creed; education history; employment history; resumes; reference letters; performance appraisals; physical disability; attendance reports; pay and benefits information; financial history; political belief; personal health information (medical reports and assessments); individual's own opinions and opinions expressed about the individual by another.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Personnel Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record for employment at the department level for all human resource activities.
Information: Personal information may include: name; home address; home telephone number; home fax number; date of birth; age; gender; marital/family status; SIN; employee number; transcripts; national/ethnic origin; education history; staff development and training; employment history; resumes; reference letters; performance appraisals; physical disability; attendance reports; absence reports; vacation/leave reports; pay and benefits information; personal health information and opinions.
Other Uses and Disclosures: Human Resources department.
Retention and Disposition: To be determined.

Honorary Degrees

Authority: *The University of Manitoba Act.*
Purpose for Collection: To gather information on prospective honorary degree recipients.
Information: Personal information may include: name, home address; home telephone number;

home fax number; e-mail address; date of birth; age; gender; marital/family status; national/ethnic origin; education history; employment history; resumes; reference letters; political beliefs and opinions by others.

Other Uses and Disclosures: None.

Retention and Disposition: To be determined.

Board Member Profiles

Authority: *The University of Manitoba Act.*

Purpose for Collection: To gather information on Board of Governors members.

Information: Personal information may include: name, home address; home telephone number; home fax number; e-mail address; and resumes.

Other Uses and Disclosures: None.

Retention and Disposition: To be determined.

Ombudsman

The University Ombudsman office exists independently of all administrative structures of the University. The Ombudsman is responsible for investigating or facilitating the investigation of any grievances relating to students, former students, or those who have applied to become students, that may arise against the University or against anyone in the University exercising authority. The Ombudsman also serves as a general information centre for students and those who have applied to become students about their rights and responsibilities, and of what procedures to follow in order to pursue whatever business or complaint they may have. Finally, the Ombudsman brings findings and recommendations to the attention of those in authority by the most expeditious means possible, and to the University community at large to the extent this seems appropriate. The Ombudsman shall have such access to such office files and information as are required to fulfil the functions. Any requests for information from the Ombudsman must receive high priority from every member of the University community.

Office Files

Departmental files regarding budgets, general financial activities, correspondence and other administrative records.

Administration Files

Files concerning by-laws, policies, and procedures for the University.

Client Files

Authority: *The University of Manitoba Act.*

Purpose for Collection: To maintain a record of all matters relating to investigations done on behalf of an individual by the Ombudsman office.

Information: Personal information may include; name; home address; home telephone number; home fax number; home e-mail address.

Other Uses and Disclosures: None.

Retention and Disposition: To be determined.

PUBLIC AFFAIRS

Please refer to Public Affairs.

ALUMNI AND DEVELOPMENT

Please refer to Alumni and Development.

ALUMNI AND DEVELOPMENT

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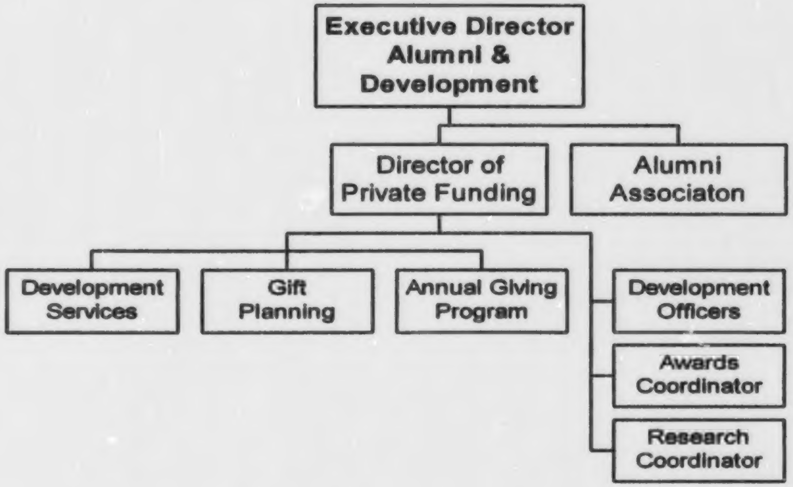
RESEARCH COORDINATOR 2-5

Note: ***For the address of the Access and Privacy Coordinator, see the "Addresses" section of the Handbook.***

ALUMNI & DEVELOPMENT


Executive Director Alumni & Development
Director of Private Funding
Alumni Associaton
Development Services
Gift Planning
Annual Giving Program
Development Officers
Awards Coordinator
Research Coordinator

The Office of Private Funding was formed in the early 1980's. It became a Department in 1989.

The Department of Private Funding supports the academic, research and institutional aspirations of the University of Manitoba by acquiring private funding from corporations, foundations, staff, students, alumni and individual donors as well as from non-operating government support. No fundraising project can be undertaken by a unit of the university without the knowledge and approval of the department. Its responsibilities include record keeping, accounting, and acknowledgements relating to all gifts, and stewardship.

The Department of Private Funding reports through the Director of Alumni and Development to the Office of the President.

EXECUTIVE DIRECTOR, ALUMNI AND DEVELOPMENT

Alumni/Donor/Prospect Files
Correspondence and notes re: contacts.

Office Files
Meeting information; campaign reports and information.

DIRECTOR OF PRIVATE FUNDING

Office Files
Correspondence; minutes.

Alumni/Donor/Prospect Files

Scholarship Files

Financial Files
Capital equipment inventory.

Alumni/Donor Database (AA Database)

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of university graduates and donors for fundraising and communication purposes.
Information: Student records are imported twice per year as students graduate. The database also contains information on donors to the university and some parents of students attending the university. Personal information may include: name; home address and telephone number; home fax number; home e-mail address; date of birth; gender; marital/family status; employee number; student number; credit card number; education history; employment history; financial history; personal status (alive/deceased); board membership information; bank account information; child information; event attendance; philanthropic interest; professional designations; canvassing results.
Other Uses and Disclosures: The Alumni Association has access to biographical and Alumni Association membership only. Information on alumni is released to other university administrative units as well as university-related organizations, primarily for communication purposes. Requests for information on individual alumni will be honoured only if a graduate is listed in the Harris Directory.
Retention and Disposition: To be determined.

Goldmine (PC contact management software)

Authority: *The University of Manitoba Act.*
Purpose for Collection: To provide biographical information on donors to fundraisers.
Information: Goldmine is a contact management software package. Contains information downloaded from the AA Database. Personal information may include: name; home address and telephone number; home fax number; home e-mail address; notes re: contacts from development officers.
Other Uses and Disclosures: Information is also accessed by Financial Aid and Awards and by Exec. Director of Alumni and Development.
Retention and Disposition: To be determined.

Alumni/Donor Files (Alpha-Sorted)

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of university alumni and of corporate and individual donors for use in fundraising and promotional purposes.
Information: Divided between Corporate and Individual Files. Personal information may include: name; home address and phone number; home fax number; home e-mail address; date of birth; age; gender; marital/family status; employee number; student number; credit card number; national/ethnic origin; education history; employment history; physical disability; financial history; correspondence regarding donations/contacts with University; reports related to University campaigns/initiatives.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Personnel Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of Department's full and part-time staff and student employees.
Information: Careerstart files; staff records; performance reviews; payroll records. Personal information may include: name; home address and telephone number; home fax number; date of birth; age; gender; marital/family status; SIN; employee number; education history; resumes; performance appraisals; absence reports; vacation/leave reports; salary information.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

DEVELOPMENT SERVICES

Development Services is responsible for the management and maintenance of biographic data on all alumni, prospects and donors, and financial data on all donors and Alumni Association members. It ensures that this information is readily available to staff (internal and external) and outside organizations or individuals, as required. It also processes and acknowledges all gifts to the University of Manitoba.

Alumni/Donor/Prospect Files

Donor correspondence; database lists and reports.

Office Files

Job requests from faculties; fundraising and campaign reports; procedure documents and manuals.

Alumni Index Cards

Authority: *The University of Manitoba Act.*
Purpose for Collection: To assist in tracing lost alumni.
Information: Contains old alumni addresses, and is no longer maintained. Personal information may include: name; home address and home telephone number.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

GIFT PLANNING

Gift Planning provides assistance in designing charitable gifts so that the donor realizes philanthropic objectives while maximizing tax and other financial benefits.

Alumni/Donor/Prospect Files

Donor records; Financial Planner Seminar Files.

Financial Files

Planned gift expectancies and gifts received.

Planned Giving Records (Excel spreadsheets)

Authority: *The University of Manitoba Act.*
Purpose for Collection: To track planned gifts, such as charitable trusts or bequests, that require special arrangements.
Information: Spreadsheets are used to track and summarize planned gift commitments made to the university. Contains information downloaded from the AA Database. Personal

information may include: name; financial history (planned gift commitments).
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

ANNUAL GIVING PROGRAM

The Annual Giving Program is an annual fund-raising campaign that solicits donations through a variety of approaches from faculty, students, staff and alumni of the university. It evolved from the University's Drive for Excellence capital campaign in the late 1980's.

Financial Records
Financial/Budget records; payroll records.

Alumni/Donor/Prospect Files
Personal correspondence with alumni; annual giving pledge sheets.

Personnel Files
Clerical and calling students records.

Office Files
Meeting information; administrative files.

CampusCall (PC Client/Server Database)
Authority: *The University of Manitoba Act.*
Purpose for Collection: To provide telephone solicitors with background information on prospective donors.
Information: CampusCall is a telemarketing software package. It contains information downloaded from the AA database. Personal information includes: name; home address and telephone number; home fax number; home e-mail address; gender; credit card number; education history; financial history; canvassing information.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

DEVELOPMENT OFFICERS

The Development Officers are responsible for the organization and administration of specific capital campaigns for individual faculties.

Alumni/Donor/Prospect Files
Prospect lists; corp./individual files; fundraising initiative and campaign files.

General Office Files
Correspondence; minutes of meetings.

AWARDS COORDINATOR

The Awards Coordinator facilitates the process of establishing an award at the university.

RESEARCH COORDINATOR

The Research Coordinator identifies and gathers information on donor prospects and donors for all development programs.

Alumni/Donor/Prospect Files
Donor files; prospect information.

Donor/Prospect Profile Sheets (Microsoft Word documents)
Authority: *The University of Manitoba Act.*
Purpose for Collection: To provide information regarding donors or prospective donors to university staff and campaign volunteers.
Information: Information includes donor profile sheets. Personal information may include: name; home address and telephone number; home fax number; home e-mail address; date of birth; marital/family status; education history; employment history; financial history; indications of wealth; community affiliations/memberships; news abstracts.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

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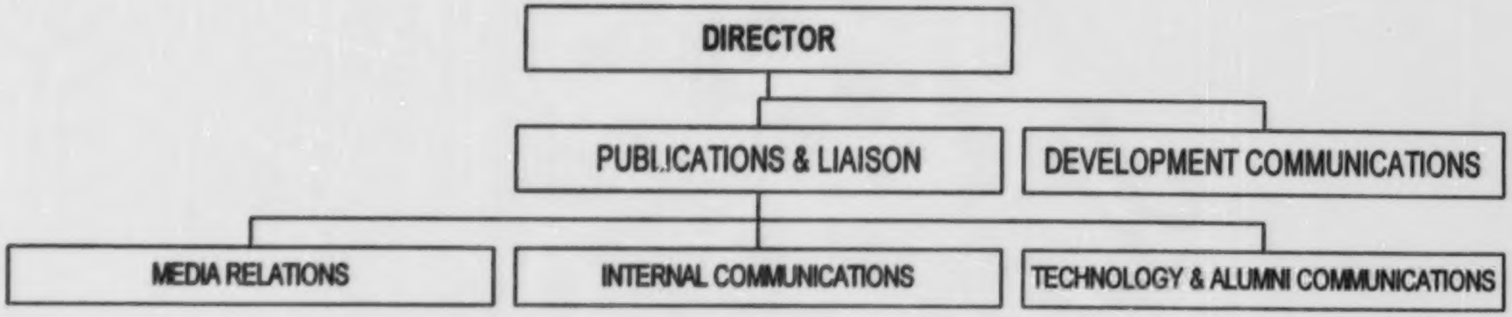
***Note:** For the address of the Access and Privacy Coordinator, see the "Addresses" section of the Handbook.*

PUBLIC AFFAIRS


DIRECTOR
PUBLICATIONS & LIAISON
DEVELOPMENT COMMUNICATIONS
MEDIA RELATIONS
INTERNAL COMMUNICATIONS
TECHNOLOGY & ALUMNI COMMUNICATIONS

The purpose of the **Public Affairs** department is to serve both the campus community and the broader public. The primary goal is to keep informed both constituents of the university's programs and events. This is accomplished through a close liaison with various news media. It is a partnership designed to unveil information relevant to both communities. This is achieved through the use of press releases and publications such as the registration guide, the "Bulletin" and "Novum", a research publication. Public information is also provided through utilization of the World Wide Web. Some other services offered to visitors to the institution are parking advice, courier and delivery control and tours of the campus.

DIRECTOR

Office Files

Departmental files regarding publications, public relations activities and general administrative records.

Personnel Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain employment records of personnel in Public Affairs for Human Resources.
Information: Personal information may include: name; home address; home telephone number; home fax number; home e-mail address; date of birth; age; gender; SIN; employee number; student number; employment history; resumes/CVs; reference letters; performance appraisal; physical disability; absence reports; vacation/pay and benefits information.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

PUBLICATIONS AND SPECIAL PROJECTS

The publications and special projects department is primarily responsible for providing the registration guides and calendar information required by students.

Office Files

Department files regarding student and visitor information, promotional publications and general administrative files. *Arranged in binders*

Personnel Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain employment records of personnel in Public Affairs department.
Information: Personal information may include: name; home address; home telephone number; home fax number; home e-mail address; date of birth; SIN; employee number; student number; employment history; resumes/CVs; reference letter; performance appraisals; absence reports; vacation/pay and benefits information.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Mailing List Subscriptions

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain records of the publication subscribers.
Information: Personal information may include; name; home address and may include; home telephone number; home fax number; home e-mail address.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

DEVELOPMENT COMMUNICATIONS AND SPECIAL EVENTS

The primary function of the Development Communications department is to support the work of private funding and donors, facilitate capital campaigns and direct stewardship activities.

Mailing Lists-Donors
Authority: Program Policy.
Purpose for Collection: To maintain a record of donors for stewardship purposes, such as special events.
Information: Personal information may include: name; home address; home telephone number, fax and e-mail address.
Other Uses and Disclosures: None.
Retention and Disposition: This Public Affairs list is based on data collected by private funding; thus, the list is maintained and controlled by private funding.

MEDIA RELATIONS

The Media Relations department is responsible for working in partnership with the various news media (radio, television, & print) to inform the campus community and the general public of events within and outside the institution.

Mailing Lists
Lists arranged on the basis of corporation names.

TECHNOLOGY AND ALUMNI COMMUNICATIONS

The primary function of the Alumni Communications department is to publish, the "Alumni Journal" and "Novum", for the campus community (past and present) and the general public.

Mailing Lists-Subscriptions
Authority: Program Policy.
Purpose for Collection: To maintain a record of off-campus subscribers to the two in-house publications, "Alumni Journal and "Novum".
Information: Personal information may include: name; home address; home telephone number; home fax number; home e-mail address.
Other Uses and Disclosures: To be determined.
Retention and Disposition: To be determined.

INTERNAL COMMUNICATIONS

The Internal Communications department is primarily responsible for the compiling, editing and publication of the "Bulletin".

Mailing List-Subscriptions
Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of subscribers to publications within the University.
Information: Personal information may include: name; home or campus office address and may include home telephone number; home fax number; home e-mail address; student number.
Other Uses and Disclosures: To be determined.
Retention and Disposition: To be determined.

VICE-PRESIDENT ACADEMIC

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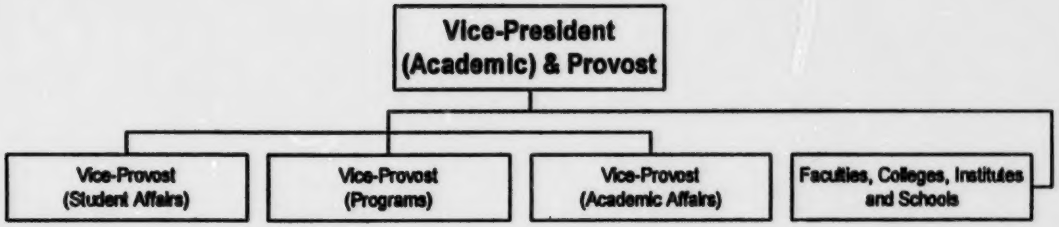
Note: ***For the address of the Access and Privacy Coordinator, see the "Addresses" section of the Handbook.***

VICE-PRESIDENT ACADEMIC



Vice-President
(Academic) & Provost

Vice-Provost
(Student Affairs)

Vice-Provost
(Programs)

Vice-Provost
(Academic Affairs)

Faculties, Colleges, Institutes
and Schools

The **Vice-President (Academic) and Provost** oversees the administration of the academic aspects of the activities of the University such as the implementation of new programs and the recommendation to the President on the appointment, promotion, tenure, discipline, retirement and dismissal of academic staff. There are three Vice-Provosts with each having a specific function: Academic Affairs; Programs, and Student Affairs. The first two have been integrated under the Office of Vice-President (Academic) and Provost. Student Affairs has been dealt with separately.

OFFICE OF THE VICE-PRESIDENT (ACADEMIC) AND PROVOST

Office Files

Accreditation Files
Files pertaining to all University of Manitoba accreditations.

COPSE
Minutes, research and reports of the Council on Post-Secondary Education.

Faculty/Schools Files
Information pertaining to all the faculty and schools at the University of Manitoba.

Investigation Files
Records regarding to fraud allegations according to Policy 1401.

Academic Staff Files
Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain records on academic staff.
Information: Personal information may include: name; home address; home telephone and fax numbers; date of birth; gender; SIN; employee number; national/ethnic origin; religion/creed; education history; staff development and training; employment history; resumes; reference letters; performance appraisals; vacation/leave reports; pay and benefits information; financial history; personal health information (medical reports and assessments); opinions; President's #1 form; promotion; tenure; letter of offer; salary reviews; disciplinary reviews.
Other Uses and Disclosures: Human Resources.
Retention and Disposition: Inactive files are sent to Archives.

Immigration Forms
Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain records relating to immigration information on prospective current employees who are foreign workers.
Information: Personal information may include: name; home address; home telephone number; home fax number; home e-mail address; date of birth; gender; national/ethnic origin; education history; employment history; resumes; reference letters; letters of offer.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Search Binders
Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain record of candidates for the positions of dean or director.
Information: Personal information may include: name; home address; home telephone and fax numbers; home e-mail address; date of birth; gender; marital status; SIN; national/ethnic origin; education history; staff development and training; employment history; resumes; reference letters; attendance reports; opinions; interview notes; review committee notes.
Other Uses and Disclosures: None.
Retention and Disposition: Once appointment is made, binder is sent to Archives.

Personnel Files
Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record for employment at the department level for all human resource activities.
Information: Personal information may include: name; home address; home telephone number;

home fax number; home e-mail address; date of birth; gender; marital/family status; SIN; employee number; student number; credit card number; education history; staff development and training; employment history; resumes; reference letters; performance appraisals; vacation/leave reports; pay and benefits information; opinions.; termination documents; criminal/security reference checks; pension information.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Academic Review Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain record on academic departments and faculty.
Information: Personal information may include: resumes; external review reports and accreditation body reports.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

SEEQ (Student Evaluation of Education Quality)

Authority: *The University of Manitoba Act.*
Purpose for Collection: To keep records on instructor and course evaluations.
Information: Personal information may include: name; opinions.
Other Uses and Disclosures: Published document available in libraries, Student Union and Dean's office.
Retention and Disposition: To be determined.

Payroll Authority Forms

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain record of part-time and full-time employees for human resource activities.
Information: Personal information may include: name; home address; date of birth; marital/family status; SIN, employee number, pay and benefits information.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

VICE PROVOST (STUDENT AFFAIRS)

Student Files

Please refer to Student Affairs chapter.

FACULTIES, COLLEGES, INSTITUTES AND SCHOOLS

The faculties of the University of Manitoba include the faculties of : Agriculture and Food Sciences; Architecture; Arts, Dentistry; Education; Engineering, Graduate Studies, Human Ecology, Law; Management; Medicine; Nursing; Pharmacy; Physical Education and Recreation Services; Science and Social Work. The Colleges associated with the University of Manitoba are St. Paul's College, St. John's College and University College. The University also includes the School of Music, the School of Art, the Continuing Education Division and the Natural Resources Institute.

Please refer to the corresponding chapters for information regarding the above.

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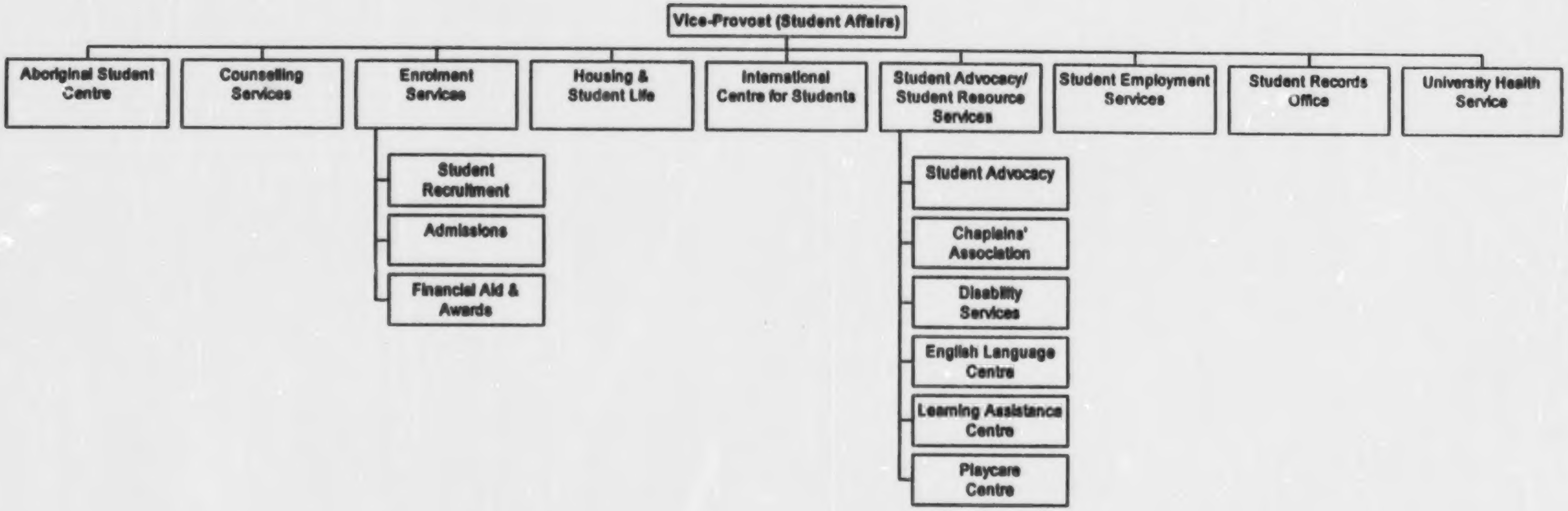
***Note:* For the address of the Access and Privacy Coordinator, see the "Addresses" section of the Handbook.**

STUDENT AFFAIRS


Vice-Provost (Student Affairs)
Aboriginal Student Centre
Counselling Services
Enrolment Services
Student Recruitment
Admissions
Financial Aid & Awards
Housing & Student Life
International Centre for Students
Student Advocacy/ Student Resource Services
Student Advocacy
Chaplains' Association
Disability Services
English Language Centre
Learning Assistance Centre
Playcare Centre
Student Employment Services
Student Records Office
University Health Service

Student Affairs is responsible for providing services and programs to students of an academic, personal, and developmental nature, and for providing administrative support to the University community. Student Affairs is headed by the Vice-Provost (Student Affairs) and is responsible for the functions of nine units: Aboriginal Student Centre; Counselling Services, Enrolment Services; Housing and Student Life; International Centre for Students; Office of Student Advocacy/Student Resource Services; Student Employment Services; Student Records Office; and University Health Services.

VICE-PROVOST (STUDENT AFFAIRS)

The Vice-Provost (Student Affairs) acts as a liaison with all student groups at the University of Manitoba, as well as with all academic and administrative units that directly impact the life of students on campus.

Office Files

Departmental files regarding budgets, general financial activities, committee minutes, policies and procedures, correspondence, and other administrative records.

Student Discipline Files

Authority: *The University of Manitoba Act*.
Purpose for Collection: To maintain a record of students with which disciplinary action has been taken.
Information: Personal Information may include: name; home address; home telephone and fax numbers; home e-mail address; date of birth; age; gender; marital/family status; student number; transcripts; race/colour; national/ethnic origin; religion/creed; education history; employment history; resumes; physical disability; personal health information; individual's own personal opinions; opinions expressed about individual by another; information about disciplinary action.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Personnel Files

Authority: *The University of Manitoba Act*.
Purpose for Collection: To maintain a record for employment within the department for all human resources activities.
Information: Personal Information may include: name; home address; home telephone number; date of birth; gender; marital/family status; SIN; employee number; education history; staff development and training; employment history; resumes; reference letters; performance appraisals; absence reports; vacation/leave reports; pay and benefits information; personal health information; opinion expressed about individuals by another.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

ABORIGINAL STUDENT CENTRE

The Aboriginal Student Centre is dedicated to the creation of an educational environment that includes the affirmation of Aboriginal cultures, values, languages, history, and way of life by virtue of increasing the knowledge foundation offered at the University of Manitoba. The centre provides support and assistance for physical, personal, cultural, or academic needs including transition to the University, the city, province, or country.

Personnel Files

Authority: *The University of Manitoba Act*.
Purpose for Collection: To maintain a record for employment at the department level for all human resources activities.
Information: Personal Information may include: name; home address; home telephone number; date of birth; gender; marital/family status; SIN; employee number; student number; education history; staff development and training; employment history; resumes; reference letters; performance appraisals; vacation/leave reports; pay and benefits information.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Office Files
Departmental files regarding budgets, general financial activities, committee minutes, policies and procedures, correspondence, and other administrative records.

Student Files
Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of student histories for the purpose of assisting students who come to the Centre.
Information: Personal information may include: name; home address; home telephone number; date of birth; student number; transcripts; education history.
Other Uses and Disclosures: Liaison and advocacy with funding agencies if applicable (use of transcripts must be approved by student before releasing).
Retention and Disposition: To be determined.

COUNSELLING SERVICE

The Counselling Service is available for supportive or problem-solving assistance for academic, vocational, emotional, personal, or social concerns, and offers individual, couple, and family counselling in individual and group formats. Its professional staff has a variety of backgrounds including clinical psychology, counselling psychology, educational psychology, and social work.

Client Files
Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of all contacts made by the department, including information regarding individual counselling sessions. Committee minutes.
Information: Personal information may include: name; home address; home telephone number; date of birth; gender; student number; education history (faculty/year); reference letters; attendance reports; absence reports; personal health information; opinions expressed about individual by another; case notes; supporting documentation; test results (psychological, career).
Other Uses and Disclosures: Client request for release of information to other professionals; subpoena; client permission for use of information in consultation with other professionals; duty to warn.
Retention and Disposition: Files kept for seven years after last contact (updated if client returns). Files shredded seven years after last contact.

Office Files
Departmental files regarding budgets, general financial activities, committee minutes, policies and procedures, correspondence, and other administrative records.

Personnel Files
Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record for employment at the department level for all human resources activities.
Information: Personal Information may include: name; home address; home telephone number; date of birth; age; gender; marital/family status; SIN; employee number; student number; transcripts; education history; staff development and training; employment history; resumes; reference letters; performance appraisals; vacation/leave reports; pay and benefits information.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Research Files
Description of research projects carried out by department and the associated data collected through research.

Information/Resource Materials
Information on various topics and issues applicable to counselling, arranged by topic.

Student Supervision Files
Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of the student counsellor trainees' progress during their placements in the counselling service.

Information: Personal information may include: name; home address; home telephone number; gender; student number; transcripts; education history; resumes; reference letters; performance appraisals; attendance reports; absence reports.
Other Uses and Disclosures: References; course evaluation, shared with student's faculty; accreditation bodies.
Retention and Disposition: To be determined.

ENROLMENT SERVICES

Student Recruitment

Admissions

The Admissions Office is responsible for making available to prospective students application forms and information regarding all undergraduate programs available as well as prerequisite courses and admission requirements to professional faculties and schools.

Student Files
Authority: *The University of Manitoba Act*.
Purpose for Collection: To maintain a record for every student who applies for registration at the University of Manitoba.
Information: Personal Information may include: name; home address; home telephone number; date of birth; age; gender; marital/family status; SIN; student number; transcripts; credit card number; national/ethnic origin; education history; reference letters.
Other Uses and Disclosures: Most information collected is for purpose of assessment (academic) and verification of identity. Credit card number is used for application fee payment; age is for verification of identity; gender/marital status/ethnic origin, etc is gathered at the request of other offices, they are not used in Admissions.
Retention and Disposition: To be determined.

Personnel Files
Authority: *The University of Manitoba Act*.
Purpose for Collection: To maintain a record for employment at the department level for all human resources activities.
Information: Personal information may include: name; home address; home telephone number; date of birth; age; gender; marital/family status; SIN; employee number; education history; staff development and training; employment history; resumes; reference letters; performance appraisals; attendance reports; absence reports; vacation/leave reports; personal health information.
Other Uses and Disclosures: Director and assistant keep all employee files under lock and key.
Retention and Disposition: To be determined.

Office Files
Departmental files regarding budgets, general financial activities, committee minutes, policies and procedures, correspondence, and other administrative records.

Transfer Credit System
A database of transfer credit information comparing university courses from various institutions.

Financial Aid and Awards

The mission of the Financial Aid and Awards Office is to assist students by developing and administering both financial aid programs, which help students in meeting the cost of their education, and awards programs, which recognize and reward students for academic and other achievements.

Government Student Loan Files
Records containing information about loans applied for and received by University of Manitoba students, filed according to Social Insurance Number (SIN).

Emergency Loan Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of emergency loans applied for and received by University of Manitoba students.
Information: Personal information may include: name; home address; home telephone number; marital/family status; SIN; student number; financial history.
Other Uses and Disclosures: Information is sometimes shared with government student aid programs re: assessment of financial need.
Retention and Disposition: To be determined.

Awards Selection Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of the information used to select students for awards, scholarships, and bursaries.
Information: Personal information may include: name; home address; home telephone number; marital/family status; SIN; student number; transcripts; education history; reference letters.
Other Uses and Disclosures: The University of Manitoba is required to submit information on awards received by student aid applicants to government financial aid programs.
Retention and Disposition: To be determined.

Awards Establishment Files

Information regarding the establishment of new awards, scholarships, or bursaries, including donor and trust account information.

Office Files

Departmental files regarding budgets, general financial activities, committee minutes, policies and procedures, correspondence, and other administrative records.

Personnel Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record for employment at the department level for all human resources activities.
Information: Personal information may include: name; home address; home telephone number; date of birth; age; gender; SIN; employee number; staff development and training; employment history; reference letters; performance appraisals; attendance reports; absence reports; vacation/leave reports; pay and benefits information; personal health information.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

HOUSING AND STUDENT LIFE

The Housing and Student Life department coordinates accommodations for the University at the Speechly, Tache, and University College residences. As well, it maintains a registry of off-campus accommodations in all areas of Winnipeg.

Office Files

Departmental files regarding budgets, general financial activities, committee minutes, policies and procedures, correspondence, and other administrative records.

Student Residence Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record for all students who apply for residence through Housing and Student Life.
Information: Personal information may include: name; home address; home telephone number; date of birth; gender; SIN; student number.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Summer Residence Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record for all students who apply for residence through Housing and Student Life during the summer months.
Information: Personal information may include: name; home address; home telephone number; gender; student number.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Personnel Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record for employment at the department level for all human resources activities.
Information: Personal information may include: name; home address; home telephone number; gender; marital/family status; SIN; employee number; education history; staff development and training; employment history; resumes; performance appraisals; vacation/leave reports; pay and benefits information.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Conference Files

Information about conferences which involve members staying in on-campus accommodations.

Parents' Program Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record for all parents who register in the Parents' Program and the Orientation and who enter in the data base to receive newsletters, etc.
Information: Personal information may include: name; home address; home telephone number; marital/family status.
Other Uses and Disclosures: Private funding re: Parents Fund.
Retention and Disposition: To be determined.

Housing Registry and Leave Vacancies

Authority: *The University of Manitoba Act.*
Purpose for Collection: Required to list on Housing Registry/Sabbatical List for contact by prospective renters.
Information: Personal information may include: name; home address; home telephone number; home e-mail address; student number.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

INTERNATIONAL CENTRE FOR STUDENTS

The primary mission of the International Centre for Students is to support international students at the University of Manitoba and to foster awareness and involvement of Canadians in the international community.

Personnel Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record for employment at the department level for all human resources activities.
Information: Personal information may include: name; home address; home telephone number; date of birth; age; gender; marital/family status; SIN; employee number; student number; staff development and training; employment history; resumes; reference letters; performance appraisals; attendance reports; absence reports; vacation/leave reports; pay and benefits information.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Office Files

Departmental files regarding budgets, general financial activities, committee minutes, policies and procedures, correspondence, and other administrative records.

Correspondence for Students

Correspondence undertaken on behalf of students regarding student visa and other immigration information arranged chronologically.

Student and Volunteer Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of all students who apply to the Centre, either to request assistance or to volunteer to help international students.
Information: Personal information may include: name; home address; home telephone number; date of birth; age; gender; marital/family status; SIN; employee number; student number; transcripts; national/ethnic origin; education

history; resumes; reference letters; pay and benefits information.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

STUDENT ADVOCACY/ STUDENT RESOURCE SERVICES

Student Advocacy provides centralized services for receiving student complaints and grievances. The centre serves as a general information source for students regarding their rights and responsibilities. Students are assisted in the resolution of any problems or concerns resulting from academic and/or discipline decisions. Students are advised of policies and procedures to follow both formally and informally via appeals. The office is also responsible for investigating complaints brought by students against the University.

Office Files

Departmental files regarding budgets, general financial activities, committee minutes, policies and procedures, correspondence, and other administrative records.

Individual Complaint Case Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record for all complaints made through Student Advocacy and related details. Arranged by year, then by name of individual.
Information: Personal Information may include: name; home telephone number; gender; student number; education history.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Personnel Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record for employment at the department level for all human resources activities.
Information: Personal information may include: name; home address; home telephone number; home fax number; home e-mail address; date of birth; age; gender; marital/family status; SIN; employee number; student number; transcripts; education history; staff development and training; employment history; resumes; reference letters; performance appraisals; attendance reports; absence reports; vacation/leave reports; pay and benefits information; financial history.
Other Uses and Disclosures: Shared with Human Resources and Payroll.
Retention and Disposition: To be determined.

Non-Credit Course Class Lists

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record for all class lists for non-credit courses offered by Student Resource Services.
Information: Personal information may include: name; home address; home telephone number; home fax number; student number.
Other Uses and Disclosures: To mail receipts if necessary; contact individual if courses are cancelled.
Retention and Disposition: To be determined.

Chaplains' Association

The chaplains at the University work co-operatively through the University of Manitoba Chaplains' Association. The chaplains offer a variety of services that are open to the entire University community: they provide an open-door service on all religious and personal issues; they develop seminars and programs on current religious, social, and ethical issues; and they provide a non-threatening environment where students and University personnel can address basic questions of identity and meaning for their lives.

Office Files

Departmental files regarding budgets, general financial activities, committee minutes, policies and procedures, correspondence, and other administrative records.

Student Mailing Lists

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a mailing list of all students who request information from the Chaplain's Association. Arranged by chaplain, then by name of individual.
Information: Personal information may include: name; home address; home telephone number; home fax number; home e-mail address.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Death Notices and Letters

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of all deaths among university students and employees for the purpose of sending letters of condolences.
Information: Personal information may include: name. home address; age; gender; date of death.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Disability Services

Disability Services is organized to promote a learning environment which is accessible to students with disabilities, for co-ordinating services and programs for these students, providing information regarding the educational implications of disabilities, and enhancing awareness of disability issues.

Office Files

Departmental files regarding budgets, general financial activities, committee minutes, policies and procedures, correspondence, and other administrative records.

Personnel Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record for employment at the department level for all human resources activities.
Information: Personal information may include: name; home address; home telephone number; SIN; employee number; staff development and training; resumes; reference letters; performance appraisals; attendance reports; absence reports; vacation/leave reports; pay and benefits information; personal health information.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Students with Disabilities Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record for all students with disabilities who contact the department.
Information: Personal information may include: name; home address; home telephone number; home fax number; home e-mail address; date of birth; age; gender; SIN; student number; education history; reference letters; physical disability; financial history; personal health information; individual's own personal opinions.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

English Language Centre

The English Learning Centre provides English language instruction for international students enrolled at the University of Manitoba and for individuals preparing to study at the University. The focus of all courses is on the English requirements in an academic setting.

Office Files

Departmental files regarding budgets, general financial activities, committee minutes, policies and procedures, correspondence, and other administrative records.

CanTEST Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record for all individuals who write the CanTEST English proficiency examination.
Information: Personal information may include: name; home address; home telephone number; home fax number; home e-mail address; date of

birth; age; gender; marital/family status; student number; national/ethnic origin; grades.
Other Uses and Disclosures: If Admissions requests further information regarding student status, test results are provided.
Retention and Disposition: Test results are kept for two years.

Learning Assistance Centre

The Learning Assistance Centre exists to facilitate students' development of the skills needed for academic success and to strengthen strategies appropriate to the academic environment. The centre offers instruction and advice in studying, textbook reading, and academic writing.

Office Files

Departmental files regarding budgets, general financial activities, committee minutes, policies and procedures, correspondence, and other administrative records.

Student Learning Assistance Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record for all students, including mature students and students with disabilities, who receive assistance from the Centre over an extended period of time.
Information: Personal information may include: name; home address; home telephone number; age; marital/family status; student number; education history; physical disability; attendance reports; tests.
Other Uses and Disclosures: Used for: diagnosis/assessment; advising; instruction.
There is no disclosure without the written consent of the student.
Retention and Disposition: To be determined.

Instructor Class Lists

Records of students who attend courses offered by the Learning Assistance Centre.

Playcare Centre

The Playcare Centre provides childcare giving priority to students, then staff and faculty of the University of Manitoba. On a space available basis, the service is also provided to families in the community. The Playcare Centre is licensed as a full-time day care.

Office Files

Departmental files regarding budgets, general financial activities, committee minutes, policies and procedures, correspondence, and other administrative records.

Children's Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record for all children who attend the Playcare Centre. To comply with Provincial Child Day Care Regulations—information necessary to provide child care and manage a Day Care program.
Information: Personal information may include: name; home address; home telephone number; date of birth; age; gender; marital/family status; student number; education history; physical disability; attendance reports; absence reports; personal health information; opinions expressed about individual by another; doctor's name and phone number; Manitoba Health number and/or Medical Insurance number; two people to contact in case of emergency, including names, addresses, and phone numbers; Child Care Fee history; parents class schedule/locations when child is in care; parent's status i.e. student, faculty, staff, community; child custody status/issues; any personal information that parents think staff should be aware of in order to ensure the best care of their children.
Other Uses and Disclosures: None.
Retention and Disposition: Destroyed 2 years after child's last attendance.

Personnel Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record for employment at the department level for all human

resources activities, and to comply with all Provincial Day Care office requirements.
Information: Personal information may include: name; home address; home telephone number; home fax number; date of birth; gender; marital/family status; SIN; employee number; student number; education history; staff development and training; employment history; resumes; reference letters; performance appraisals; attendance reports; absence reports; vacation/leave reports; pay and benefits information; individual's own personal opinions; opinions expressed about individual by another.
Other Uses and Disclosures: To give references upon request.
Retention and Disposition: To be determined.

Log Books
Daily accounts of activities and incidents at the Playcare Centre.

STUDENT EMPLOYMENT SERVICES

Student Employment Services offers many programs and services to assist students in job searches: The On-Campus Recruitment Program; Summer and Part-Time Job Opportunity Boards; Volunteer Program; Workshops on Resume Writing, Job Search Strategies, and Interview Techniques are offered to teach students how to be more effective throughout the job search process. Lectures on Resume Writing, Job Search Strategies, and Interview Techniques are offered and can be tailored to meet the specific needs of your association or faculty. A Resume Critiquing Service is offered to assist in targeting resumes to a specific position or type of job. Individual Job Search Consultations are offered to assist in dealing with any difficulties one may experience. The Graduate Resume Bank is a service offered to recent University of Manitoba graduates.

Financial Files

Employer Job Postings
Current files on various job postings provided by the employer.

Employer Files
General information on various employers working in collaboration with the department.

Post-Academic Year Files
Files on job postings from previous years.

Personnel Files
Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record for employment at the department level for all human resources activities.
Information: Personal information may include: name; home address; home telephone number; date of birth; age; gender; marital/family status; SIN; employee number; student number; staff development and training; employment history; resumes; reference letters; performance appraisals; attendance reports; absence reports; vacation/leave reports; pay and benefits information.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

STUDENT RECORDS OFFICE

The mission of the Student Records Office is to collect, manage, and distribute personal and academic information about students in credit programs in accordance with the University of Manitoba policies, and to deliver related services to students, the University community, and the general public, with unparalleled customer service.

Calendars

Office Files
Departmental files regarding budgets, general financial activities, committee minutes, policies

and procedures, correspondence, and other administrative records.

Student Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain record on students for course selection, convocation and fee assessments.
Information: Personal information may include: name; maiden name; home address; home telephone number; date of birth; age; gender; marital/family status; SIN; employee number; student number; transcripts; credit card number; race/colour; national/ethnic origin; religion/creed; education history; staff development and training; employment history; resumes; reference letters; performance appraisals; physical disability; attendance reports; absence reports; vacation/leave reports; pay and benefits information; financial history; personal health information.
Other Uses and Disclosures: None.
Retention and Disposition: Inactive records after three years.

Convocation

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain record on prospective graduation students
Information: Personal information may include: name; home address; home telephone number; home fax number; home e-mail address; date of birth; age; gender; marital/family status; SIN; employee number; student number; transcripts; credit card number; national/ethnic origin; education history; physical disability.
Other Uses and Disclosures: Most information is part of the student's academic or biographical records. Other, e.g. credit card number, is provided voluntarily by the student as payment for a university service that charges a fee.
Retention and Disposition: Records are transferred to student record upon completion of convocation.

Examination Files

Authority: Program Policy.
Purpose for Collection: To maintain record on all examinations.
Information: Personal information may include: name; home address; home telephone number; home fax number; home e-mail address; gender; student number.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Microfiche

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain record on inactive student records for possible reactivation of student.
Information: Personal information may include: name; home address; home telephone umber; date of birth; age; gender; marital/family status; SIN; employee number; student number; transcripts; credit card number; national/ethnic origin; religion/creed; education history; financial history.
Other Uses and Disclosures: None.
Retention and Disposition: Kept indefinitely.

UNIVERSITY HEALTH SERVICES

The University Health Services unit consists of family physicians, nurses, and office staff. It offers a full range of medical services, including acute and minor health care problems, check-ups, obstetrics, pediatrics, health and travel counselling, immunizations, and health promotion programming.

Committee Minutes

Individual Health Files

This information falls under PHIA. Personal information may include: name; address; telephone number; student number; gender; date of birth; medical insurance numbers; medical history; referral letters; clinic notes.

Personnel Files

Authority: *The University of Manitoba Act.*

Purpose for Collection: To maintain a record for employment at the department level for all human resources activities.

Information: Personal Information may include: name; home address; home telephone umber; home fax number; date of birth; age; gender; SIN; employee number; student number; education history; employment history; resumes; reference letters; performance appraisals; attendance reports; absence reports; vacation/leave reports; pay and benefits information.

Other Uses and Disclosures: None.

Retention and Disposition: To be determined.

FACULTY OF AGRICULTURAL AND FOOD SCIENCES

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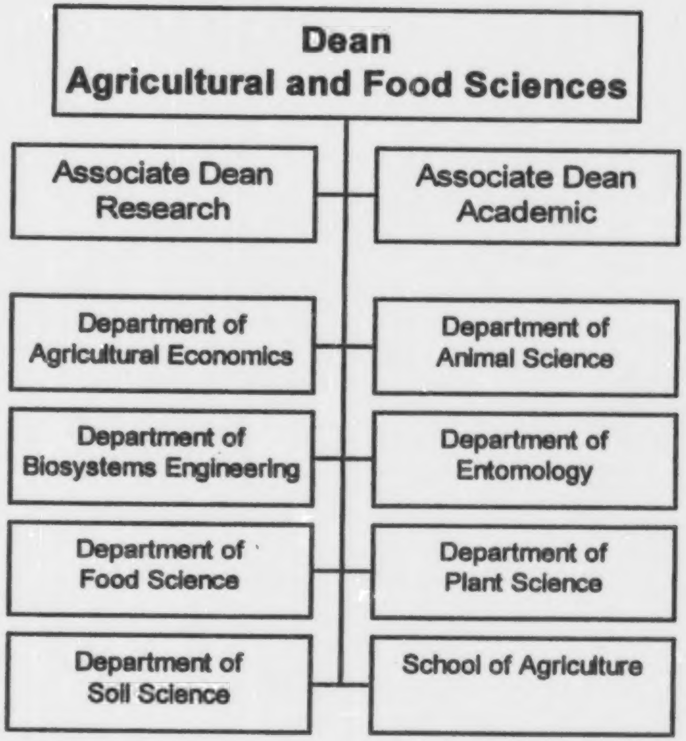
***Note:** For the address of the Access and Privacy Coordinator, see the "Addresses" section of the Handbook.*

FACULTY OF AGRICULTURE



Dean
Agricultural and Food Sciences

Associate Dean
Research

Associate Dean
Academic

Department of
Agricultural Economics

Department of
Animal Science

Department of
Biosystems Engineering

Department of
Entomology

Department of
Food Science

Department of
Plant Science

Department of
Soil Science

School of Agriculture

The oldest college of its kind in western Canada had its beginning in Winnipeg in 1906. The Faculty of Agriculture and Home Economics was founded in the Tuxedo area and the first class entered the former Manitoba Agricultural College that year. The first agricultural diplomas were conferred in 1908 and the first agricultural degrees in 1911.

Home Economics students began enrolling in the Faculty in 1910, but several years elapsed before degrees were conferred. It wasn't until eight years later, in 1918, that the first graduates of the degree program were recognized.

In 1913, the Manitoba Agricultural College transferred to Fort Garry to a site that later became the campus of the University of Manitoba. The administration of the Manitoba Agricultural College was transferred to the University of Manitoba in 1924 and instructional work was taken over by the Faculty of Agriculture and Home Economics.

Agriculture and Home Economics became separate faculties in 1970 and, in July 1991, the name changed from Faculty of Agriculture to the Faculty of Agricultural and Food Sciences.

The Faculty of Agricultural and Food Sciences consists of 9 units: the Dean's Office; Agricultural Economics and Farm Management; Animal Science; Biosystems Engineering; Entomology; Food Science; Plant Science; Soil Science; and the School of Agriculture.

DEAN'S OFFICE

The Dean's office includes the records of the Associate Deans Research and Academic.

Office Files

Files regarding budget, general financial activities, committee minutes, correspondence, policies and procedures and other administrative records. Destroyed or preserved according to Policy 226.

Program Files

Personnel Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain current and accurate information pertaining to the individual's employment by the University of Manitoba.
Information: Personal information may include: name; home address; date of birth; age; gender; marital/family status; SIN; employee number; student number; transcripts; education history; staff development and training; employment history; resumes; reference letters; performance appraisals; attendance reports; vacation/leave reports; pay and benefits information; financial history and personal health information (medical reports and assessments).
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Student Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain current and accurate information pertaining to the student's progress within the Faculty of Agricultural and Food Sciences.
Information: Personal information may include: name; home address; home telephone number; home fax number; home e-mail address; date of birth; age; gender; marital/family status; SIN; student number; transcripts; education history; resumes; reference letters; performance appraisals.
Other Uses and Disclosures: To be determined.
Retention and Disposition: To be determined.

Tenure Records

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain records on all academic tenure changes within the Faculty of Agricultural and Food Sciences.
Information: Personal information may include: name; date of birth; age; education history; staff

development and training; employment history; resumes; performance appraisals.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Promotion Records

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain records on all promotions within the Faculty of Agricultural and Food Sciences.
Information: Personal information may include: name; date of birth; age; education history; staff development and training; employment history; resumes; performance appraisals.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

DEPARTMENT OF AGRICULTURAL ECONOMICS AND FARM MANAGEMENT

The Department was the first in Canada to offer a PH.D. in Agricultural Economics and Farm Management, with the first graduate in 1964. Agricultural Economics and Farm Management graduate students have found jobs and make major contributions in agribusiness, government, university and international affairs.

Office Files
Files regarding budget, general financial activities, committee minutes, correspondence, policies and procedures and other administrative records.

Program Files

Personnel Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain current and accurate information pertaining to the individual's employment by the University of Manitoba.
Information: Personal information may include: name; home address; home telephone number; home fax number; date of birth; age; gender; marital/family status; SIN; employee number; education history; staff development and training; employment history; resumes; reference letters; performance appraisals; attendance reports; absence reports; vacation/leave reports.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Graduate Student Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain current and accurate information pertaining to the student's progress within the Faculty of Agricultural and Food Sciences.
Information: Personal information may include: name; home address; home telephone number; home fax number; home e-mail address; date of birth; age; gender; marital/family status; SIN; student number; transcripts; education history; resumes; reference letters; performance appraisals.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

DEPARTMENT OF ANIMAL SCIENCE

A major focus of the department is the undergraduate and graduate teaching. Major disciplines include animal behaviour and welfare, genetics, nutrition and biochemistry, and physiology. The major domestic species are covered – beef and dairy cattle, swine, sheep and poultry, as well as non-traditional species of livestock. The program tries to achieve a blend of basic and applied sciences in animal production technology, so the graduates are able to respond to the changes in the animal industry.

Office Files
Files regarding budget, general financial activities, committee minutes, correspondence, policies and procedures and other administrative records.

Program Files

Personnel Files

Authority: *The University of Manitoba Act.*

Purpose for Collection: To maintain current and accurate information pertaining to the individual's employment by the University of Manitoba
Information: Personal information may include: name; home address; home telephone number; home fax number; date of birth; age; gender; marital/family status; SIN; employee number; education history; staff development and training; employment history; resumes; reference letters; performance appraisals; attendance reports; absence reports; vacation/leave reports.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Graduate Student Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain current and accurate information pertaining to the student's progress within the Faculty of Agricultural and Food Sciences.
Information: Personal information may include: name; home address; home telephone number; date of birth; marital/family status; SIN; student number; transcripts; education history; reference letters; performance appraisals; student visa information; employment authorization for foreign students.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Animal Care Training and Experience Study

Authority: *The University of Manitoba Act.*
Purpose for Collection: To identify staff and student's Animal Care Training and Experience according to the Animal Care Protocols.
Information: Forms are filed in a binder alphabetically. Personal information may include: name; education history pertaining to Animal Care only; technical training; animal handling restraint experience.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

DEPARTMENT OF BIOSYSTEMS ENGINEERING

The Department offers an undergraduate program leading to a Science degree in biosystems engineering, and graduate programs leading to Master of Science, Master of Engineering, and Doctoral degrees in Biosystems Engineering.

Office Files

Files regarding budget, general financial activities, committee minutes, correspondence, policies and procedures and other administrative records.

Program Files

Personnel Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain current and accurate information pertaining to the individual's employment by the University of Manitoba.
Information: Personal information may include: name; home address; home telephone number; home fax number; date of birth; gender; marital/family status; SIN; employee number; student number; transcripts; education history; staff development and training; employment history; resumes; reference letters; performance appraisals; attendance reports; absence reports; vacation/leave reports; pay and benefits information; personal health information (medical reports and assessments).
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Student Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain current and accurate information pertaining to the student's progress within the Faculty of Agricultural and Food Sciences.
Information: Personal information may include: name; home address; home telephone number; date of birth; gender; marital/family status; SIN; employee number; student number; transcripts; education history; resumes; reference letters.

Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

DEPARTMENT OF ENTOMOLOGY

Entomology became a separate department within the Faculty of agriculture in 1920. The first M.Sc. student graduated in 1951, and the first PH.D. in 1962. The department's main focus is now undergraduate, graduate teaching, and research.

Please refer to Department of Animal Science for records of the Department of Entomology Records are kept by the same secretary.

DEPARTMENT OF FOOD SCIENCE

The Department offers a four year undergraduate program leading to a Bachelor of Science in Food Science Degree. Graduate studies leading to Master of Science and PH.D. are also available.

Financial Records

Personnel Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain current and accurate information pertaining to the individual's employment by the University of Manitoba.
Information: Personal information may include: name; home address; home telephone number; date of birth; gender; marital/family status; SIN; employee number; national/ethnic origin; education history; employment history; resumes; reference letters; performance appraisals; pay and benefits information; financial history; personal health information (medical reports and assessments).
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Student Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain current and accurate information pertaining to the student's progress within the Faculty of Agricultural and Food Sciences.
Information: Personal information may include: name; home address; home telephone number; date of birth; age; gender; marital/family status; SIN; student number; transcripts; national/ethnic origin; education history; employment history; resumes; reference letters; personal health information (medical reports and assessments).
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

DEPARTMENT OF PLANT SCIENCE

The Department of Plant Science plays an important role in educating both undergraduate and graduate students in basic plant sciences and applied crop production. As well, it maintains an active research program directed at developing superior cultivars and new production systems suited to the emerging needs of Manitoba farmers and the Agrifood industry.

Office Files

Files regarding budget, general financial activities, committee minutes, correspondence, policies and procedures and other administrative records.

Program Files

Personnel Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain current and accurate information pertaining to the individual's employment by the University of Manitoba
Information: Personal information may include: name; home address; home telephone number; home fax number; home e-mail address; date of birth; age; gender; marital/family status; SIN; employee number; student number; transcripts; education history; staff development and training; employment history; resumes; reference letters; performance appraisals; attendance reports;

absence reports; vacation/leave reports; pay and benefits information; personal health information (medical reports and assessments).
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Graduate Student Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain current and accurate information pertaining to the student's progress within the Faculty of Agricultural and Food Sciences.
Information: Personal information may include: name; home address; home telephone number; date of birth; age; gender; marital/family status; SIN; student number; transcripts; national/ethnic origin; education history; employment history; resumes; reference letters; personal health information (medical reports and assessments).
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Student Appointments

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain current and accurate information relating to student appointments for payroll purposes.
Information: Personal information may include: name; home address; home telephone number; date of birth; age; gender; marital/family status; SIN; employee number; student number; resumes; reference letters; attendance reports; absence reports; pay and benefits information; workman's compensation.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

DEPARTMENT OF SOIL SCIENCE

The Department provides instruction in land resource and its use and management to diploma, undergraduate and graduate students in several faculties. Teaching and research is focused on the sustainability and productivity of the land base, enhancement of crop and livestock production, and maintenance of soil, water, and food quality as affected by agriculture and other human activities.

Financial Records

Personnel Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain current and accurate information pertaining to the individual's employment by the University of Manitoba.
Information: Personal information may include: name; home address; home telephone number; home fax number; home e-mail address; date of birth; age; gender; marital/family status; SIN; employee number; education history; staff development and training; employment history; resumes; reference letters; performance appraisals; attendance reports; absence reports; vacation/leave reports; pay and benefits information; personal health information (medical reports and assessments); individual's own personal opinions (except if about another person).
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Student Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain current and accurate information pertaining to the student's progress within the Faculty of Agricultural and Food Sciences.
Information: Personal information may include: name; home address; home telephone number; home fax number; home e-mail address; gender; marital/family status; employee number; student number; education history; staff development and training; employment history; resumes; reference letters; performance appraisals; attendance reports; absence reports; pay and benefits; information.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

SCHOOL OF AGRICULTURE

The Agriculture Diploma program has a long and rich tradition, going back to 1906, as the first program offered by the Manitoba Agricultural College. Since its beginning, the program has changed dramatically, shifting its emphasis from technical training toward a broader education in the scientific principles that underlie modern farm production and management practices. And, although the Agriculture Diploma program remains a program that is well-designed for people who will manage a farm, it also provides a sound education or for those that will supply services directly to farmers.

The School of Agriculture co-ordinates the Agriculture Diploma program and offers a variety of certificate, non-credit and professional development programs for the agri-food industry on behalf of the Faculty of Agricultural and Food Sciences.

Office Files

Files regarding budget, general financial activities, committee minutes, correspondence, policies and procedures and other administrative records.

Program Files

Personnel Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain current and accurate information pertaining to the individual's employment by the University of Manitoba
Information: Personal information may include: name; home address; home telephone number; home fax number; home e-mail address; date of birth; age; gender; marital/family status; SIN; employee number; education history; staff development and training; employment history; resumes; reference letters; performance appraisals; attendance reports; absence reports; vacation/leave reports; pay and benefits information; personal health information (medical reports and assessments) and the individual's own personal opinions.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Student Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain current and accurate information pertaining to the student's progress within the Faculty of Agricultural and Food Sciences.
Information: Personal information may include: name; home address; home telephone number; home fax number; home e-mail address; gender; marital/family status; employee number; student number; education history; staff development and training; employment history; resumes; reference letters; performance appraisals; attendance reports; absence reports; pay and benefits; information.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Agriculture Diploma Student Employment Database

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain current and accurate information pertaining to the individual's employment by the University of Manitoba.
Information: Personal information may include: name; home address; home telephone number; home fax number; home e-mail address; date of birth; age; gender; marital/family status; SIN; employee number; education history; staff development and training; employment history; resumes; reference letters; performance appraisals; attendance reports; absence reports; vacation/leave reports; pay and benefits information; personal health information (medical reports and assessments); individual's own personal opinions (except if about another person).
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

FACULTY OF ARCHITECTURE

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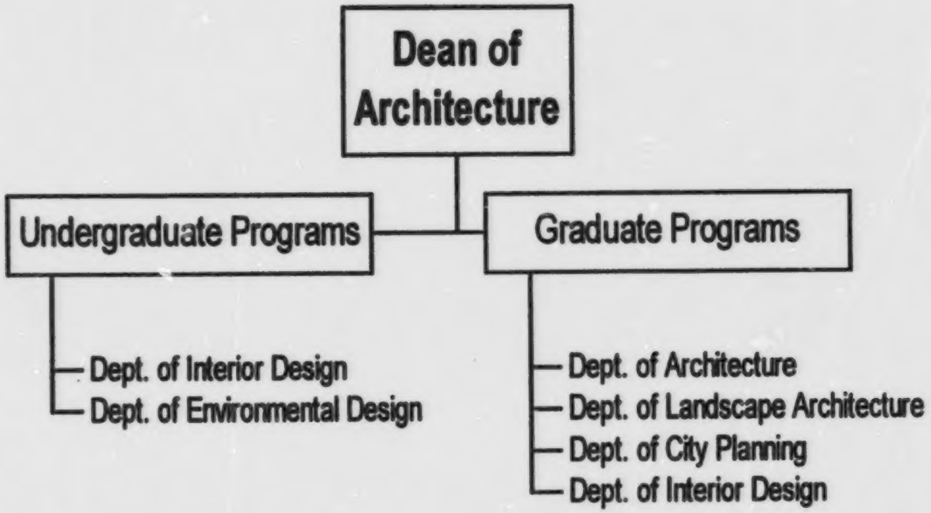
Note: ***For the address of the Access and Privacy Coordinator, see the "Addresses" section of the Handbook.***

FACULTY OF ARCHITECTURE


Dean of Architecture
Undergraduate Programs
Graduate Programs
Dept. of Interior Design
Dept. of Environmental Design
Dept. of Architecture
Dept. of Landscape Architecture
Dept. of City Planning
Dept. of Interior Design

The School of **Architecture**, the second in Canada, was established within the Faculty of Arts in 1913. Bachelor of Architecture degrees were conferred after four years of study. In 1920, the School of Architecture joined the new Faculty of Engineering and Architecture. Post-graduate architectural instruction began in 1933, A decade later, the School of Architecture and Fine Arts was established in an attempt to meet the increasing demand for architects and interior decorators. Just previous to the 1959 completion of the Faculty's current facilities, the entire program was reorganised within the School of Architecture. The Last major phase of restructuring occurred in I963 with the formation of the Faculty of Architecture which would soon encompass the undergraduate and graduate departments of Environmental Design, Architecture, Interior Design, Landscape Architecture and City Planning.

DEAN'S OFFICE

Office Files

Departmental files regarding budgets, general financial activities, committee minutes, policies and procedures, correspondence, and other administrative records.

Personnel Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain current and accurate information pertaining to the individual's employment by the University of Manitoba for all Human Resources activities.
Information: Personal information may include: name; home address; date of birth; age; gender; marital/family status; SIN; employee number; student number; education history; staff development and training; employment history; resumes; reference letters; performance appraisals; absence reports; vacation/leave reports; pay and benefits information; personal health information and employee verification reports.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

UNDERGRADUATE PROGRAMS

The Faculty includes an undergraduate program in Environmental design. All records are listed together.

Office Files

Departmental files regarding budgets, general financial activities, committee minutes, policies and procedures, correspondence, and other administrative records.

Student Files (current)

Authority: *The University of Manitoba Act.*
Purpose for Collection: To ensure accurate information for degree requirements by all students in Environmental Design and Interior Design.
Information: Personal information may include: name; home address; home telephone number; date of birth; gender; marital/family status; SIN; student number; transcripts; education history; physical disability; personal health information (for deadline extension) and cut sheets.
Other Uses and Disclosures: Review for letters of reference for either employment or admission into graduate school.
Retention and Disposition: To be determined.

Student Files (graduands)

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain accurate information of all students who have graduated from the undergraduate program for future reference.
Information: Personal information may include: name; home address; home telephone number; date of birth; age; gender; marital/family status; SIN; student number; transcripts; education history; physical disability; personal health information (for deadline extension) and cut sheets.

Other Uses and Disclosures: Review for letters of reference for either employment or admission into graduate school.
Retention and Disposition: To be determined.

Environmental Design

The Environmental Design program is an undergraduate program of studies which provides a pre-professional education basic to succeeding graduate disciplines of architecture; city planning, interior design and landscape architecture. Following a two year period of common study, students are given the opportunity for specialized study in the third year of the program in either Architecture, City Planning Interior Design or Landscape Architecture.

GRADUATE PROGRAMS

The Graduate programs include the following departments: Architecture, City Planning, Interior Design and Landscape Architecture. All records are listed together.

Office Files

Departmental files regarding budgets, general financial activities, committee minutes, policies and procedures, correspondence, and other administrative records.

Program Files

Personnel Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain an accurate record of employment for reference for the Department Head for search procedures, course evaluations and adjunct appointments.
Information: Personal information may include: name; home address; home telephone number; home fax number; home e-mail address; date of birth; age; gender; marital/family status; employee number; student number; transcripts; education history; staff development and training; employment history; resumes; reference letters; performance appraisals; physical disability; pay and benefits information; personal health information and opinions expressed about individual by another.
Other Uses and Disclosures:
Retention and Disposition:

Student Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain an accurate record of all students registered in the Graduate Program.
Information: Personal information may include: name; home address; home telephone number; date of birth; age; gender; marital/family status; SIN; student number; transcripts; education history; resumes; reference letters; performance appraisals; physical disability and personal health information (for deadline extension).
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Architecture

Department of Architecture offers a program of studies directed towards a professional Master of Architecture degree. Preparation for the two year graduate program is offered through the pre-master's program. Students with a four year undergraduate degree in the field of design or a B.E.D. degree are eligible for admission. Students with three year undergraduate degrees in allied fields of study are admitted to the two year pre-master's qualifying program. The curriculum culminates in a comprehensive design project or a thesis. The courses are directed towards professional certification.

City Planning

The City Planning Program at the University of Manitoba was founded in 1949 and, as the longest continuing program in Canada, it continues to evolve by anticipating the issues and meeting the challenges posed by the changing nature and scope of planning. The Master of City Planning degree is accredited by the Canadian Institute of Planners. Graduates are eligible for full Membership status in this organization after two years of relevant professional experience.

Landscape Architecture

The program leading to the Master of Landscape Architecture degree at the University of Manitoba is the first graduate program in Canada. It is accredited by the Canadian Society of Landscape Architects and the American Society of Landscape Architects. The Department is a member in good standing of the international Council of Educators in Landscape Architecture. Approximately 75 full-time students are enrolled in the program, representing all regions of Canada and other countries of the world.

Interior Design

The Interior Design Program at the University of Manitoba is currently phasing out its undergraduate degree to offer a professional Master's of two years duration. This will be the first graduate program in Canada and will be accepting students from aligned undergraduate degrees in 2001. The Master's of Interior Design be research will continue to be offered and is currently available to students with a bachelor degree in Interior Design or allied fields of study.

SCHOOL OF ART

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Note: ***For the address of the Access and Privacy Coordinator, see the "Addresses" section of the Handbook.***

SCHOOL OF ART

Office of the Director

The **School of Art** was established in 1950 continuing much of the tradition of the Winnipeg School of Art, founded in 1913. The School of Art moved from its location in downtown Winnipeg to the University of Manitoba campus in 1965. The School of Art offers programs leading to a Diploma in Art, Bachelor of Fine Arts (General or Honours), or Bachelor of Fine Arts – Art History (General or Honours).

OFFICE OF THE DIRECTOR

Office Files

Departmental files regarding budgets, general financial activities, committee minutes, policies and procedures, correspondence, and other administrative records.

Curriculum/Program Files

Files relating to and describing the curriculum offered by the School of Art.

Personnel Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record for employment within the department for all human resources activities.
Information: Personal information may include: name; home address; home telephone number; date of birth; gender; marital/family status; SIN; employee number; education history; employment history; resumes; reference letters; performance appraisals; vacation/leave reports; pay and benefits information; and opinions.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Student Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of every student who applies for registration in the School of Art.
Information: Personal information may include: name; home address; home telephone number; date of birth; student number; transcripts; education history; reference letters; attendance reports; absence reports; and personal health information.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

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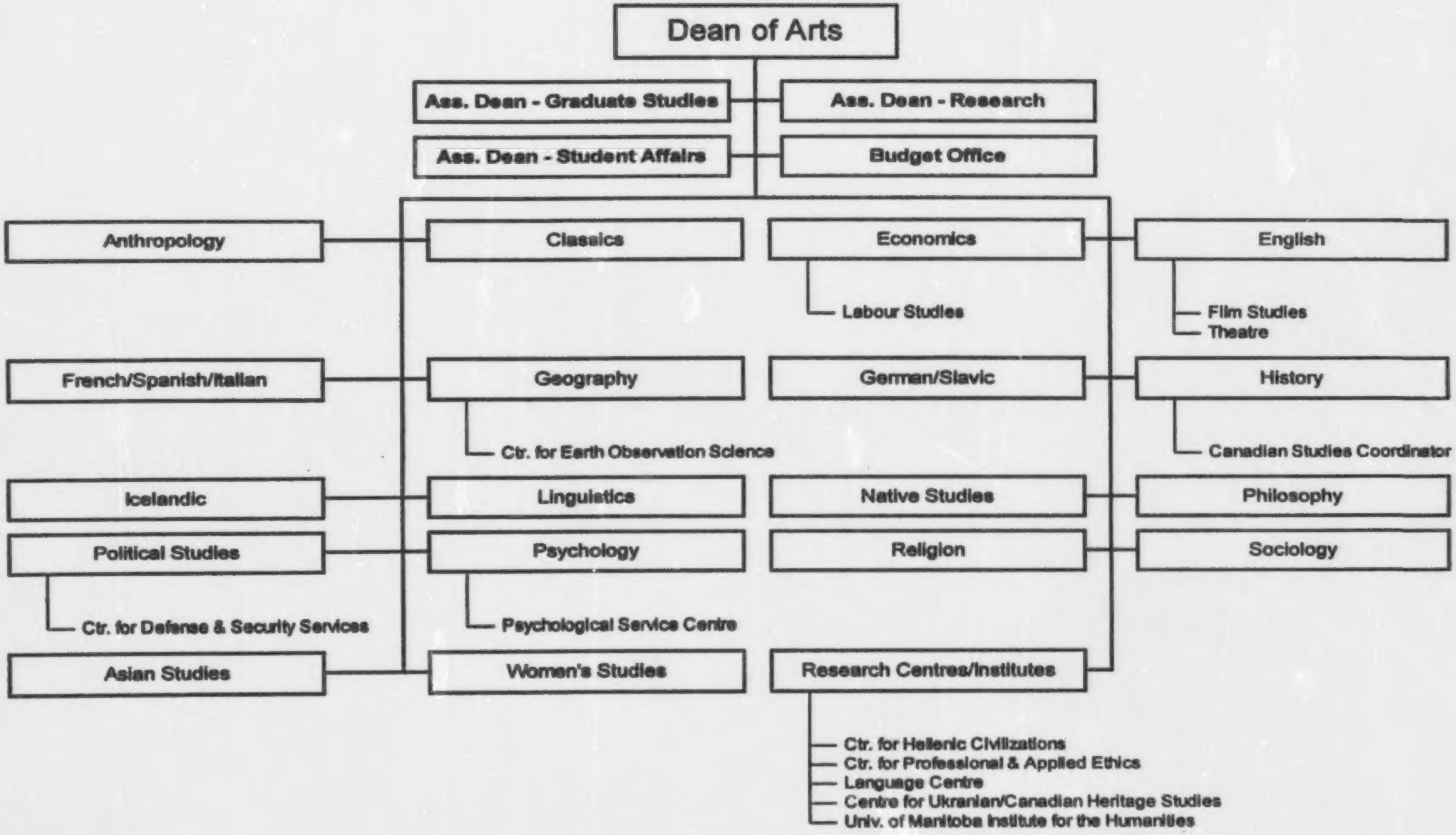
***Note:** For the address of the Access and Privacy Coordinator, see the "Addresses" section of the Handbook.*

FACULTY OF ARTS


Dean of Arts
Ass. Dean - Graduate Studies
Ass. Dean - Research
Ass. Dean - Student Affairs
Budget Office
Anthropology
Classics
Economics
Labour Studies
English
Film Studies
Theatre
French/Spanish/Italian
Geography
Ctr. for Earth Observation Science
German/Slavic
History
Canadian Studies Coordinator
Icelandic
Linguistics
Native Studies
Philosophy
Political Studies
Ctr. for Defense & Security Services
Psychology
Psychological Service Centre
Religion
Sociology
Asian Studies
Women's Studies
Research Centres/Institutes
Ctr. for Hellenic Civilizations
Ctr. for Professional & Applied Ethics
Language Centre
Centre for Ukranian/Canadian Heritage Studies
Univ. of Manitoba Institute for the Humanities

Although a separate **Faculty of Arts** was not established until 1970 (when the Faculty of Arts and Science, which had been founded in 1921, was divided into two administrative units), the teaching of Arts (and Science) subjects, and the granting of Arts degrees, go back to the very beginning of this University. During its early years the only undergraduate degrees actually awarded by the University were Bachelor of Arts degree, with the first being awarded in 1880.

Originally the Bachelor of Arts program was designed to take three years; a fourth year, however was added in 1900 (to compensate for the lack of grade 12 in most rural high schools), with the five year Honours Degree in Arts being introduced in 1923. When grade 12 was adopted as the minimum requirement for entrance to the University in 1964, the General Degree Program was reduced to three years, and the Honours Degree Program was reduced to four years. A third undergraduate degree program, a four-year program leading to a B.A. (Advanced), was introduced in 1980.

The Faculty of Arts consists of the Dean's Office, 17 departments: Anthropology; Classics; Economics; English; French, Spanish and Italian; Geography; German and Slavic; History; Icelandic; Linguistics; Native Studies; Philosophy; Political Studies; Psychology; Religion; Sociology; Women's Studies, and the following centres/institutes: Asian Studies Centre; Canadian Studies; Centre for Defence and Security Studies; Humanities Institute; Language Lab; Psychological Service Centre; Centre Earth Observation Science; and Disaster Research Institute.

OFFICE OF THE DEAN

The Dean's Office also includes the offices of the three associate deans: graduate studies, research and student affairs, and the budget office.

Office Files

Departmental files regarding budgets, general financial activities, committee minutes, policies and procedures, correspondence, and other administrative records.

Departmental Files

Correspondence, memos and general information between departments of the Faculty of Arts.

Program Files

Departmental files pertaining to curriculum, seminar series and other records necessary for program implementation.

Confidential Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain record of grievances and personal matters on support and academic staff.
Information: Personal information may include: name; home address; employee number; student number; reference letters; personal health information (medical reports and assessments); individual's own personal opinions; opinions expressed about individual by another; minutes of meetings; public reports.
Other Uses and Disclosures: Human Resources, UMFA and AESES.
Retention and Disposition: To be determined.

Personnel Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: : To maintain current and accurate information pertaining to the individual's employment by the University of Manitoba.
Information: Personal information may include: name; home address; date of birth; SIN; employee number; education history; staff development and training; employment history; resumes; reference letters; performance appraisals; absence reports; vacation/leave reports; pay and benefits information; financial history; personal health information (medical reports and assessments); individual's own personal opinions (except if about another

person); opinions expressed about individual by another; history of leaves; achievements and awards; funding requests.
Other Uses and Disclosures: Human Resources, granting agencies, public organizations and government agencies both on and off campus.
Retention and Disposition: To be determined.

Student Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: Records are collected at point of admissions and used to identify students and to contact them where appropriate.
Information: Personal information may include: name; home address; home telephone number; date of birth; age; gender; marital/family status; SIN; student number; transcripts; education history; reference letters; physical disability; attendance reports; absence reports; personal health information (medical reports and assessments).
Other Uses and Disclosures: Share with other units in the University through Policy 423.
Retention and Disposition: To be determined.

Faculty and Support Staff Biographical Databases

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain management information system to support dean's decisions regarding hiring, employment equity, budget allocation, budget request, and strategic planning.
Information: Personal information may include: name; date of birth; gender; SIN; education history; base salary; appointment status; full time equivalent; stipends paid for administrative duties; job code—academic/support; appointment type—tenured/sessional/probationary/continuing/term/contingent; rank/job classification; rank date; overload appointment status; citizenship; leaves showing research study, sick, administrative, maternity, and political.
Other Uses and Disclosures: President's Office.
Retention and Disposition: To be determined.

Salary Increase Files (Academic Only)

Authority: *The University of Manitoba Act.*
Purpose for Collection: To confirm payroll's calculations of academics' contractual salary increases.
Information: Personal information may include: name; pay information; account and line number; rank; employee group and job code; appointment conditions and dates; union status; salary increase elements; March 31 salary baserate; total increase; new April 1 salary baserate.
Other Uses and Disclosures: Internal only except for correction of errors.
Retention and Disposition: To be determined.

Student Employee Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record for employment within the department for all human resources activities
Information: Personal information may include: name; home address; date of birth; gender; marital/family status; SIN; student number; continuance /discontinuance letters.
Other Uses and Disclosures: None.
Retention and Disposition: Stored for 5 years, then shredded.

ANTHROPOLOGY

As a scholarly discipline, anthropology traditionally has been divided into (1) cultural anthropology and (2) physical anthropology. The Department of Anthropology is located in the Fletcher Argue Building, which is within the Arts Faculty Complex. Laboratory facilities for archaeology and physical anthropology, housed in the Duff Roblin Building, permit advanced study and research in archaeology, osteology, human biology, and genetics.

Office Files

Departmental files regarding budgets, general financial activities, committee minutes, policies and procedures, correspondence, and other administrative records.

Personnel Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain current and accurate information pertaining to the individual's employment by the University of Manitoba.
Information: Personal information may include: name; home address; home telephone number; date of birth; gender; marital/family status; SIN; employee number; student number; education history; employment history; resumes; performance appraisals; absence reports; vacation/leave reports.
Other Uses and Disclosures: Performance appraisals are used for information when applying for tenure or promotion. Resumes are kept on file for information only. Information from resumes is only given out with the person's permission.
Retention and Disposition: To be determined.

Graduate Student Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain record of student in graduate programs for purpose of keeping track of progress and selecting best candidate for employment positions or fellowships.
Information: Personal information may include: name; home address; home telephone number; home e-mail address; date of birth; marital/family status; SIN; student number; transcripts; education history; reference letters; performance appraisals.
Other Uses and Disclosures: Performance appraisals are used for information in deciding whether a student should be continued in an employment position.
Retention and Disposition: To be determined.

IMS (database)

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain record on all students in the Anthropology department.
Information: Personal information may include: name; home address; home telephone number; date of birth; gender; marital/family status; SIN; employee number; student number; transcripts.
Other Uses and Disclosures: No other uses or disclosures without student permission.
Retention and Disposition: To be determined.

CLASSICS

The Department of Classics is devoted to the study of the ancient Mediterranean civilizations of Greece and Rome which stand at the beginning of history and culture of the whole of Western civilization. The scope of Classical Studies is therefore defined by the chronological and geographical boundaries of those early civilizations, but it includes, or overlaps with, several disciplines in the humanities and social sciences. This means that a wide variety of subjects and methods of investigation come within the experience of students who pursue the study of the Classical World.

Office Files

Departmental files regarding budgets, general financial activities, committee minutes, policies and procedures, correspondence, and other administrative records.

Program Files

Departmental files pertaining to curriculum, seminar series and other records necessary for program implementation.

Personnel Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain current and accurate information pertaining to the individual's employment by the University of Manitoba.
Information: Personal information may include: name; home address; home telephone number; home fax number; home e-mail address; date of birth; age; gender; marital/family status; SIN; employee number; education history; staff development and training; employment history; resumes; reference letters; performance appraisals; attendance reports; absence reports; vacation/leave reports; pay and benefits information.

Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Student Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain records of all student registered in the Classics department.
Information: Personal information may include: name; home address; home telephone number; date of birth; age; gender; SIN; employee number; student number; transcripts; education history; employment history; pay and benefits information.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

ECONOMICS

There are many different ways in which students study economics. A four-year major, a three-year major and a minor in the undergraduate program in Economics. Moreover, many students take the occasional course in economics out of general interest or to accompany their courses in such fields as sociology, political science, labour and workplace studies, human ecology, management, agriculture or engineering. A four-year honours program is available for those who want a greater challenge; it forms the stepping stone to the master's and doctoral programs.

Office Files

Departmental files regarding budgets, general financial activities, committee minutes, policies and procedures, correspondence, and other administrative records.

Personnel Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain current and accurate information pertaining to the individual's employment by the University of Manitoba.
Information: Personal information may include; name; home address; home telephone number; age; gender; marital/family status; SIN; employee number; student number; transcripts; education history; staff development and training; employment history; resumes; reference letters; performance appraisals; attendance reports; absence reports; vacation/leave reports; pay and benefits information.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Student Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain records of all current undergraduate students as well as Honours, Pre-MA, MA and PH.D students.
Information: Personal information may include: name; home address; home telephone number; home e-mail address; date of birth; age; gender; marital/family status; SIN; student number; transcripts; national/ethnic origin; education history; employment history; resumes; reference letters.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Student Files (Incomplete)

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain records of all Honours, Pre-MA, MA and PH.D students who were rejected or dropped out of the program.
Information: Personal information may include: name; home address; date of birth; gender; marital/family status; SIN; student number; transcripts; education history and reference letters.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Labour and Workplace Studies

The University of Manitoba is one of the few North American universities where you can take Labour and Workplace Studies. Its courses can be taken for a minor, a 3 year major or a 4 year major -- and just as an occasional course.

ENGLISH

The Department of English offers courses in literature of Britain, Canada, and the United States. Film Studies and Theatre fall under this department.

Program Files

Departmental files pertaining to curriculum, seminar series and other records necessary for program implementation.

Financial Files

Departmental files pertaining to general financial activities.

Personnel Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain current and accurate information pertaining to the individual's employment by the University of Manitoba.
Information: Personal information may include: name; home address; date of birth; SIN; employee number; education history; resumes; vacation/leave reports.
Other Uses and Disclosures: Disclosed only upon the request of the individual.
Retention and Disposition: To be determined.

Graduate Student Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of graduate students' academic histories in order to advise students on outstanding programme requirements, for award nominations and for purposes of writing letters of reference.
Information: Personal information may include: name; home address; home telephone number; student number; transcripts; reference letters; performance appraisals.
Other Uses and Disclosures: Disclosed only upon the request of the student.
Retention and Disposition: To be determined.

Letters of Reference (electronic)

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain letters supporting employment applications only at the applicants request.
Information: Personal information may include: name; education history; employment history; reference letters; performance appraisals.
Other Uses and Disclosures: Disclosed only at the request of the applicant and only to specified individuals.
Retention and Disposition: To be determined.

Awards Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of students nominated as recipients of department awards.
Information: Personal information may include: name and student number.
Other Uses and Disclosures: Financial Aid and Awards office.
Retention and Disposition: To be determined.

Film Studies Program

The Film Studies program offers a wide variety of courses. There are courses which examine the achievements of individual film-makers. Other courses deal with film as national or international concerns. There are also courses which analyze films as part of popular culture, and courses which concentrate on generic conventions (such as the detective film, comedy or musical), on theoretical considerations, on the history of film, and on the connections between film, video and other disciplines.

Office Files

Departmental files regarding budgets, general financial activities, committee minutes, policies and procedures, correspondence, and other administrative records.

Program Files

Departmental files pertaining to curriculum, seminar series and other records necessary for program implementation.

Personnel Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain current and accurate information pertaining to the individual's employment by the University of Manitoba.
Information: Personal information may include: name; home address; date of birth; SIN; employee number; education history; resumes; vacation/leave reports.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Student Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of students' academic histories in order to advise students on outstanding programme requirements, for award nominations and for purposes of writing letters of reference.
Information: Personal information may include: name, home address, home telephone number, student number, transcripts, reference letters, performance appraisals
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Theatre Program

The program offers a general and an advanced Drama major, comprising theatre courses and selected courses in English and film studies. Theatre courses are required for majors or minors in Drama in Education; students in Education are referred to that Faculty for further information.

Office Files
Departmental files regarding budgets, general financial activities, committee minutes, policies and procedures, correspondence, and other administrative records

Program Files
Departmental files pertaining to curriculum, seminar series and other records necessary for program implementation.

Personnel Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain current and accurate information pertaining to the individual's employment by the University of Manitoba.
Information: Personal information may include: name, home address, date of birth, SIN, employee number, education history, resumes, vacation/leave reports.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Student Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of students' academic histories in order to advise students on outstanding programme requirements, for award nominations and for purposes of writing letters of reference.
Information: Personal information may include: name, home address, home telephone number, student number, transcripts, reference letters, performance appraisals.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

FRENCH, SPANISH AND ITALIAN

The Department of French/Spanish/Italian is located in the Fletcher Argue Building. It offers courses in the respective Romance languages. Each have their own set courses and programs.

Office Files
Departmental files regarding budgets, general financial activities, committee minutes, policies and procedures, correspondence, and other administrative records.

Program Files
Departmental files pertaining to curriculum, seminar series and other records necessary for program implementation.

Policy Records

Committee Files

Personnel Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain current and accurate information pertaining to the individual's employment by the University of Manitoba.
Information: Personal information may include: name; home address; home telephone number; home fax number; home e-mail address; date of birth; employee number; education history; staff development and training; employment history; resumes; performance appraisals; vacation/leave reports; pay and benefits information.
Other Uses and Disclosures: Tenure and Promotions committees.
Retention and Disposition: To be determined.

Student Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of students' academic histories in order to advise students on outstanding programme requirements, for award nominations and for purposes of writing letters of reference.
Information: Personal information may include: name; home address; home telephone number; home fax number; home e-mail address; date of birth; student number; transcripts; employment history; resumes; reference letters; pay and benefits information.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

GEOGRAPHY

The Department of Geography is located in the Isbister Building, which is within the Faculty of Arts complex. Major facilities are a map library, a geomorphology lab, and two computer labs, one each for teaching and research in cartography, remote sensing, and geographic information systems. These labs are affiliated with the University's Centre for Earth Observation Science, which is in the Geography Department.

Office Files

Departmental files regarding budgets, general financial activities, committee minutes, policies and procedures, correspondence, and other administrative records.

Student Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of graduate students' academic histories in order to advise students on outstanding programme requirements, for award nominations and for purposes of writing letters of reference.
Information: Personal information may include: name; home address; home telephone number; home fax number; home e-mail address; date of birth; age; gender; marital/family status; SIN; employee number; student number; transcripts; national/ethnic origin; education history; staff development and training; employment history; resumes; reference letters; performance appraisals; leave reports, pay and benefits information, personal health information (medical reports and assessments).
Other Uses and Disclosures: SIN with payroll; home telephone number with advisor; Human Resources.
Retention and Disposition: To be determined.

Personnel Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain current and accurate information pertaining to the individual's employment by the University of Manitoba.
Information: Personal information may include: name; home address; home telephone number; home fax number; home e-mail address; date of birth; age; gender; marital/family status; SIN; employee number; student number; transcripts; national/ethnic origin; education history; staff development and training; employment history; resumes; reference letters; performance appraisals; attendance reports; absence reports; vacation/leave reports; pay and benefits information; personal health information (medical

reports and assessments); individual's own personal opinion; opinions expressed about individual by another.
Other Uses and Disclosures: Payroll and Human Resources.
Retention and Disposition: To be determined.

Centre for Earth Observation Science

CEOS will research, preserve and communicate knowledge of Earth system processes using the technologies of Earth Observation Science. These endeavours will contribute to the economic, cultural, and physical wellbeing of the people of Manitoba, Canada and the World.

GERMAN AND SLAVIC STUDIES

The Department of German and Slavic Studies is located in the Fletcher Argue Building. The Department offers major and minor programs in German. In Ukrainian, the Department offers both a major and minor. In Polish and Russian a minor is available. The University, St. Andrew's College and the Ukrainian Cultural and Educational Centre all have rich, long-established libraries.

Office Files

Departmental files regarding budgets, general financial activities, committee minutes, policies and procedures, correspondence, and other administrative records.

Program Files

Departmental files pertaining to curriculum, seminar series and other records necessary for program implementation.

Personnel Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain current and accurate information pertaining to the individual's employment by the University of Manitoba.
Information: Personal information may include: name; home address; home telephone number; home fax number; home e-mail address; date of birth; gender; marital/family status; SIN; employee number; education history; staff development and training; employment history; resumes; pay and benefits information.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

IMS Student (database)

Authority: *The University of Manitoba Act.*
Purpose for Collection: To retrieve information for various reasons (appointment forms, awards, etc.)
Information: Personal information may include: name; home address; home telephone number; date of birth; gender; marital/family status; SIN; student number; education history.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

HISTORY

The Department of History at the University of Manitoba includes twenty faculty members with advanced degrees from institutions of higher learning in Canada, Great Britain, the United States, and Europe. They teach an average of forty undergraduate courses each year, as well as offering seminars at the graduate level and supervising thesis research. The faculty includes specialists in virtually every type of historical study: intellectual, cultural, social, medieval, women's, demographic, diplomatic, comparative, and Third World history, as well as archival studies and quantitative and computer applications. Furthermore, they teach the regional history of Canada, the United States, Britain, Eastern and Western Europe, India, China, Japan, Latin America, as well as global history. In addition, the History Department participates in a number of interdisciplinary programs -- for example, Canadian Studies, Labour and Workplace Studies, Latin American Studies, and Asian Studies.

Office Files

Departmental files regarding budgets, general financial activities, committee minutes, policies and procedures, correspondence, and other administrative records.

Program Files

Departmental files pertaining to curriculum, seminar series and other records necessary for program implementation.

Personnel Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain current and accurate information pertaining to the individual's employment by the University of Manitoba.
Information: Personal information may include: name; home address; home telephone number; date of birth; age; gender; marital/family status; SIN; employee number; transcripts; education history; staff development and training; employment history; resumes; reference letters; performance appraisals; absence reports; vacation/leave reports; pay and benefits information; personal health information (medical reports and assessments); grant applications and accounts, teaching profile.
Other Uses and Disclosures: Faculty of Arts; Payroll; Human Resources; Budgets and Grants; Graduate Studies; Continuing Education. Only information shared with the public is an instructor's name, office phone and location, office hours, course offerings, and areas of specialization.
Retention and Disposition: To be determined.

Student Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To monitor student's performance and progress throughout degree programs.
Information: Personal information may include: name; home address; home telephone number; date of birth; gender; marital/family status; SIN; student number; transcripts; education history; reference letters; performance appraisals; personal health information (medical reports and assessments)
Other Uses and Disclosures: Share information with the Faculty of Arts; Graduate Studies; Student Files; and Department of History, University of Winnipeg (shared Joint Master's Program). Information is not disclosed to any other outside organization unless at the request of the student.
Retention and Disposition: To be determined.

Canadian Studies Program

The Canadian Studies Program is for students who are interested in a new approach to courses taken within the Faculty of Arts. This interdisciplinary program introduces the student to Canadian history, economics, politics, and social and cultural traditions.

ICELANDIC

The Department of Icelandic was established in 1951 in the form of a Chair of Icelandic Language and Literature endowed by the Icelandic community in North America. The Chair embodies the desire of the Icelandic community to uphold its literary traditions and to foster continuing interest in Icelandic and North American-Icelandic history.

Office Files

Departmental files regarding budgets, general financial activities, committee minutes, policies and procedures, correspondence, and other administrative records.

Personnel Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain current and accurate information pertaining to the individual's employment by the University of Manitoba.
Information: Personal information may include: name; home address; home telephone number; date of birth; SIN; employee number; transcripts;

education history; resumes; attendance reports; absence reports; vacation/leave reports.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

LINGUISTICS

The B.A. program offers a choice of a General or three-year degree and an Advanced or four-year degree; a minor is also available. The M.A. and Ph.D. programs are strongly research-oriented.

The weekly Linguistics Colloquium, and the annual Belcourt Lecture (spring) and the newly established Margaret Stobie Lecture (fall) present the research activities of the department and its guests to all those interested in the study of language.

Financial Records

Program Files

Departmental files pertaining to curriculum, seminar series and other records necessary for program implementation.

Policy Records

Personnel Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain current and accurate information pertaining to the individual's employment by the University of Manitoba.
Information: Personal information may include: name; home address; home telephone number; date of birth; gender; marital/family status; SIN; employee number; education history; staff development and training; employment history; resumes; reference letters; performance appraisals; attendance reports; leave reports; personal health information (medical reports and assessments).
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Student Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of graduate students' academic histories in order to advise students on outstanding programme requirements, for award nominations and for purposes of writing letters of reference.
Information: Personal information may include: name; home address; home telephone number; e-mail address; date of birth; gender; marital/family status; SIN; student number; transcripts; education history; resumes; reference letters; performance appraisals.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

NATIVE STUDIES

The Department offers an undergraduate (three year major, a minor and four year advanced major) and graduate program that are sensitive to Aboriginal perspectives. Aboriginal and non-Aboriginal students can specialize in either Native Studies or Native languages. Students may also elect to take Native Studies courses as optional courses in Arts.

Office Files

Departmental files regarding budgets, general financial activities, committee minutes, policies and procedures, correspondence, and other administrative records.

Personnel Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain current and accurate information pertaining to the individual's employment by the University of Manitoba.
Information: Personal information may include: name; home address; home telephone number; date of birth; age; gender; marital/family status; SIN; employee number; education history; staff development and training; employment history; resumes; reference letters; performance appraisals; attendance reports; absence reports; vacation/leave reports; pay and benefits

information; individual's own personal opinions; opinions expressed about individual by another.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Student Files

Authority: *The University of Manitoba Act*.
Purpose for Collection: To maintain a record of students' academic histories in order to advise students on outstanding programme requirements, for award nominations and for purposes of writing letters of reference.
Information: Personal information may include: name; home address; home telephone number; date of birth; age; gender; marital/family status; SIN; student number; transcripts; employment history; resumes; reference letters; performance appraisals; opinions expressed about individual by another.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

PHILOSOPHY

The Department of Philosophy is located in University College. It has a staff of 13 persons and offers courses in all the major areas of Philosophy.

Office Files

Departmental files regarding budgets, general financial activities, committee minutes, policies and procedures, correspondence, and other administrative records.

Program Files

Departmental files pertaining to curriculum, seminar series and other records necessary for program implementation.

Personnel Files

Authority: *The University of Manitoba Act*.
Purpose for Collection: To maintain current and accurate information pertaining to the individual's employment by the University of Manitoba.
Information: Personal information may include: name; home address; date of birth; gender; marital/family status; SIN; employee number; student number; transcripts; credit card number; education history; staff development and training; employment history; resumes; reference letters; performance appraisals; pay and benefits information.
Other Uses and Disclosures: Some information may be accessed for the purposes of tenure and promotion process.
Retention and Disposition: To be determined.

Student Files

Authority: *The University of Manitoba Act*.
Purpose for Collection:
Information:
Other Uses and Disclosures:
Retention and Disposition: To be determined.

Promotion Files

Authority: Program policy.
Purposes for collection: To maintain current faculty information for use by the promotion committees.
Information: Personal information may include: name; CVs; reference letters; performance appraisals; opinions expressed about individual by another; individual's own personal opinions (research information); course evaluations; teaching evaluations.
Other Uses and Disclosures: Information is made available to committees and Dean's office when required.
Retention and Disposition: To be determined.

Tenure Files

Authority: *The University of Manitoba Act*.
Purpose for Collection: To maintain a current and accurate record of faculty for the purposes of determining tenure.
Information: Personal information may include: name; CVs; reference letters; performance appraisals; individual's own personal opinions; opinions expressed about individual by another; course evaluations; teaching evaluations.

Other Uses and Disclosures: Information is made available to committees and Dean's office when required.
Retention and Disposition: To be determined.

POLITICAL STUDIES

Department of Political Studies is located in the Fletcher Argue Building. Students may concentrate their studies in: Political Theory/Methodology, Canadian, Comparative Studies, International Relations, and Public Administration/Policy. The Centre for Defense and Security Studies is linked to the department of Political Studies.

Office Files

Departmental files regarding budgets, general financial activities, committee minutes, policies and procedures, correspondence, and other administrative records.

Personnel Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain current and accurate information pertaining to the individual's employment by the University of Manitoba.
Information: Personal information may include: name; home address; date of birth; gender; marital/family status; SIN; credit card number; employee number; student number; transcripts; education history; employment history; resumes; reference letters; performance appraisals; pay and benefits information.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Student Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of students' academic histories in order to advise students on outstanding programme requirements, for award nominations and for purposes of writing letters of reference.
Information: Personal information may include: name; home address; home telephone number; home e-mail address; date of birth; gender; marital/family status; SIN; employee number; student number; transcripts; education history; resumes; reference letters; performance appraisals; pay and benefits information; personal health information; individual's own personal opinions; opinions expressed about individual by another; awards information; employment evaluations.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Centre for Defense and Security Studies

Since the inception of the Programme in Strategic Studies in 1986, and its recognition as the Centre for Defence and Security Studies by the Senate of the University of Manitoba in 1993, the CDSS has encouraged interest and informed debate in the area of Security, Strategic and Defence Studies.

Office Files

Departmental files regarding budgets, general financial activities, committee minutes, policies and procedures, correspondence, and other administrative records.

Personnel Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain current and accurate information pertaining to the individual's employment by the University of Manitoba.
Information: Personal information may include: name; home address; home telephone number; date of birth; age; gender; marital/family status; SIN; employee number; credit card number; education history; staff development and training; employment history; resumes; reference letters; pay and benefits information.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

PSYCHOLOGY

The Department of Psychology is located in the Duff Roblin Building. It offers major and minor undergraduate courses as well as graduated courses in the field. Applied research is conducted at the Psychological Service Centre, which maintains a comprehensive computer-based management information system to provide an extensive data bank for clinical research, the St. Amant Centre, the Manitoba Development Centre at Portage la Prairie, the Health Sciences Centre, and at various other facilities within the University.

Office Files

Departmental files regarding budgets, general financial activities, committee minutes, policies and procedures, correspondence, and other administrative records.

Student Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain records for hiring student appointments.
Information: Personal information may include: name; home address; home telephone number; home fax number; date of birth; age; gender; marital/family status; SIN; employee number; student number; performance appraisals.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Personnel Files (Support Staff)

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain current and accurate information pertaining to the individual's employment by the University of Manitoba.
Information: Personal information may include: name; home address; home telephone number; date of birth; age; gender; marital/family status; SIN; employee number; education history; staff development and training; employment history; resumes; reference letters; performance appraisals; attendance reports; absence reports; vacation/leave reports; pay and benefits information.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Psychological Service Centre

Applied research is conducted at the Psychological Service Centre, which maintains a comprehensive computer-based management information system to provide an extensive data bank for clinical research, the St. Amant Centre, the Manitoba Developmental Centre in Portage La Prairie, the Health Sciences Centre, and at various other facilities within the University.

Office Files

Departmental files regarding budgets, general financial activities, committee minutes, policies and procedures, correspondence, and other administrative records.

Program Files

Departmental files pertaining to curriculum, seminar series and other records necessary for program implementation.

Personnel Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain current and accurate information pertaining to the individual's employment by the University of Manitoba.
Information: Personal information may include: name; home address; home telephone number; date of birth; gender; marital/family status; SIN; employee number; student number; transcripts; resumes; performance appraisals.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Student Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of students' academic histories in order to advise students on outstanding programme requirements, for award nominations and for purposes of writing letters of reference.

Information: Personal information may include: name; transcripts; resumes; supervision contracts, practicum evaluations.
Other Uses and Disclosures: Practicum evaluations are copied for the Director of Clinical Training, Department of Psychology to be used re: Internship applications. Students and their supervisors receive a copy of the Supervision Contract and Practicum Evaluation.
Retention and Disposition: To be determined.

Client Computer Database

Authority: *The University of Manitoba Act.*
Purposes for Collection: To maintain a current and accurate record of clients for statistical purposes.
Information: Personal information may include: gender; marital/family status; personal health information (medical reports and assessments).
Other Uses and disclosures: None.
Retention and disposition: To be determined.

Mental Health Records

Falls under PHIA.

Information: Personal information may include: name; home address; home telephone number; home fax number; home e-mail address; date of birth; gender; marital/family status; SIN; employee number; education history; employment history; resumes; reference letters; pay and benefits information.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Student Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of graduate students' academic histories in order to advise students and for award nominations.
Information: Personal information may include: home address; home telephone number; home fax number; home e-mail address; date of birth; gender; SIN; student number; transcripts; education history; employment history; resumes; reference letters; performance appraisals; pay and benefits information.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

RELIGION

The Department of Religion at the University of Manitoba has a faculty with a rich variety of backgrounds and a great wealth of scholarship. Some of its members are internationally recognized leaders in their field. It offers courses for a major in Religion, masters and doctoral studies.

Office Files

Departmental files regarding budgets, general financial activities, committee minutes, policies and procedures, correspondence, and other administrative records.

Personnel Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain current and accurate information pertaining to the individual's employment by the University of Manitoba.

SOCIOLOGY

Students who have completed their first year and wish to embark on such a program of study have five options: the (1) Sociology Minor, (2) Sociology Major, (3) Sociology Advanced Major, (4) Criminology Major, and (5) Sociology Honours (This program is currently not offered.)

Office Files

Departmental files regarding budgets, general financial activities, committee minutes, policies and procedures, correspondence, and other administrative records.

Personnel Files (Faculty)

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain current and accurate information pertaining to the individual's employment by the University of Manitoba.

Information: Personal information may include: name; home address; home telephone number; date of birth; gender; marital/family status; SIN; employee number; transcripts; education history; staff development and training; employment history; resumes; reference letters; performance appraisals; pay and benefits information; personal health information (medical reports and assessments); opinions expressed about individual by another; immigration-employment authorization.
Other Uses and Disclosures: Internal Departmental directory.
Retention and Disposition: To be determined.

Personnel Files (Support Staff)

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain current and accurate information pertaining to the individual's employment by the University of Manitoba.
Information: Personal information may include: name; home address; home telephone number; date of birth; gender; marital/family status; SIN; employee number; student number; education history; staff development and training; employment history; resumes; reference letters; performance appraisals; pay and benefits information; personal health information (medical reports and assessments); opinions expressed about individual by another.
Other Uses and Disclosures: Internal Departmental directory.
Retention and Disposition: To be determined.

Student Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of graduate students' academic histories in order to advise students on outstanding programme requirements, for award nominations and for purposes of writing letters of reference.
Information: Personal information may include: name; home address; home telephone number; date of birth; gender; marital/family status; SIN; employee number; student number; transcripts; education history; employment history; resumes; reference letters; performance appraisals; pay and benefits information; personal health information (medical reports and assessments); opinion expressed about individual by another; immigration-student visa.
Other Uses and Disclosures: Financial institutions for student loans, landlords for rental information and subsidized daycare applications.
Retention and Disposition: To be determined.

WOMEN'S STUDIES PROGRAM

The Women's Studies program is an interdisciplinary program based in the Faculty of Arts, but drawing also on faculty members in Science, Medicine, Nursing, Fine Arts, Music and Law. Fifteen interdisciplinary core courses in the Women's Studies program are supplemented by over twenty courses taught in the various Arts disciplines, with attention to women's perspectives and issues. Students can take a B.A. with a major or minor in Women's Studies.

Office Files

Departmental files regarding budgets, general financial activities, committee minutes, policies and procedures, correspondence, and other administrative records.

Personnel Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain current and accurate information pertaining to the individual's employment by the University of Manitoba.
Information: Personal information may include: name; home address; home telephone number; date of birth; gender; marital/family status; SIN; employee number; education history; employment history; resumes; reference letters; pay and benefits information.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Student Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of students' academic histories in order to advise students on outstanding programme

requirements, for award nominations and for purposes of writing letters of reference.
Information: Personal information may include: name; home address; home telephone number; date of birth; gender; marital/family status; SIN; employee number; student number; transcripts; education history; employment history; resumes; reference letters; pay and benefits information.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

ASIAN STUDIES CENTRE

In 1990 an Asian Studies Centre was created at the University of Manitoba with the mandate to stimulate and organise teaching and research on Asia. Faculty attached to the Asian Studies Centre offer instruction in the languages and cultures of China, India and Japan. In addition, Asian specialists in other departments such as anthropology, history, sociology, political studies, religion, and geography offer Asia-related subject-area courses that can be used to obtain a minor or major in Asian Studies.

Program Files

Departmental files pertaining to curriculum, seminar series and other records necessary for program implementation.

Office Files

Departmental files regarding budgets, general financial activities, committee minutes, policies and procedures, correspondence, and other administrative records.

Personnel Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain current and accurate information pertaining to the individual's employment by the University of Manitoba.
Information: Personal information may include: name; home address; home telephone number; date of birth; gender; marital/family status; SIN; employee number; education history; employment history; resumes; reference letters; pay and benefits information.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Student Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of students' academic histories in order to advise students on outstanding programme requirements, for award nominations and for purposes of writing letters of reference.
Information: Personal information may include: name; home address; home telephone number; date of birth; gender; marital/family status; SIN; student number; transcripts; education history; employment history; resumes; reference letters; pay and benefits information.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

RESEARCH CENTRES/INSTITUTES

Centre for Hellenic Civilizations

The mission of the University of Manitoba Centre for Hellenic Civilization is to focus, develop, and sustain research, teaching, and public education on Hellenism, with particular emphasis on the influence of ancient, medieval, and modern Hellenic civilization on contemporary society. The Centre will serve as a liaison between colleagues working on Hellenic civilization in the Departments of Classics of the University of Manitoba and the University of Winnipeg. Also, it will work closely with the Winnipeg Society of the Archaeological Institute of America and the Classical Association of Manitoba for the enhancement of the public speakers program.

Language Centre

The Centre for Language Learning and Teaching focuses on mastery of second languages. Examining how adults learn second languages will also assist efforts to augment the skills needed to become more competitive in the global economy.

Office Files
Departmental files regarding budgets, general financial activities, committee minutes, policies and procedures, correspondence, and other administrative records.

Student Assistant File
Authority: *The University of Manitoba Act*.
Purpose for Collection: To maintain current and accurate payroll information pertaining to student assistant in the Language Centre.
Information: Personal information may include: name; home address; home telephone number; home e-mail address; date of birth; gender; marital/family status; SIN; employee number; student number; education history; employment history; resumes, attendance reports.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Centre for Professional and Applied Ethics

The Centre for Professional and Applied Ethics was established in 1985 to encourage research in professional and applied ethics by undertaking regular communication and liaison between the centre and scholars in the humanities, social sciences, science and the professional faculties of the university. It also provides a focus and direction for community and professional groups with an interest in ethical issues and makes the university's resources available to such groups.

Centre for Ukrainian/Canadian Heritage Studies

The Centre for Ukrainian Canadian Studies, established in 1981, provides undergraduate courses and interdisciplinary programs of study in areas relating to Ukraine and to the life of Ukrainians in Canada. The Centre also encourages and promotes research and scholarship in all areas relating to Ukrainian Canadian Heritage Studies.

Office Files
Files regarding budgets, general financial activities, committee minutes, policies and procedures, correspondence, and other administrative records.

Personnel Files
Authority: *The University of Manitoba Act*.
Purpose for Collection: To maintain current and accurate information pertaining to the individual's employment by the University of Manitoba.
Information: Personal information may include: name; home address; home telephone number; date of birth; gender; marital/family status; SIN; employee number; nation/ethnic origin; education history; employment history; attendance reports; absence reports; vacation/leave reports; pay and benefits information.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

University of Manitoba Institute for the Humanities

The University of Manitoba Institute for the Humanities (UMIH) was established to encourage and foster research and scholarship in the humanities at the University of Manitoba, promote cross-disciplinary research in the humanities, help obtain external funding for humanities research, and communicate, within the university and the general community, the nature and value of humanities scholarship.

Office Files
Departmental files regarding budgets, general financial activities, committee minutes, policies and procedures, correspondence, and other administrative records.

Project Files

Personnel Files
Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain current and accurate information pertaining to the individual's employment by the University of Manitoba.
Information: Personal information may include: name; home address; home telephone number; date of birth; gender; marital/family status; SIN; employee number; nation/ethnic origin; education history; employment history; attendance reports; absence reports; vacation/leave reports; pay and benefits information.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Disaster Research Institute

The mission of the Disaster Research Institute is to build a knowledge resource on disaster management, which will enhance and enrich the academic pursuits of the University, and meet the needs of Canadian and international agencies, both governmental and non-governmental, which respond to the demands created by disasters.

Office Files
Files regarding budgets, general financial activities, committee minutes, policies and procedures, correspondence, and other administrative records.

Program Files
Departmental files pertaining to curriculum, seminar series and other records necessary for program implementation.

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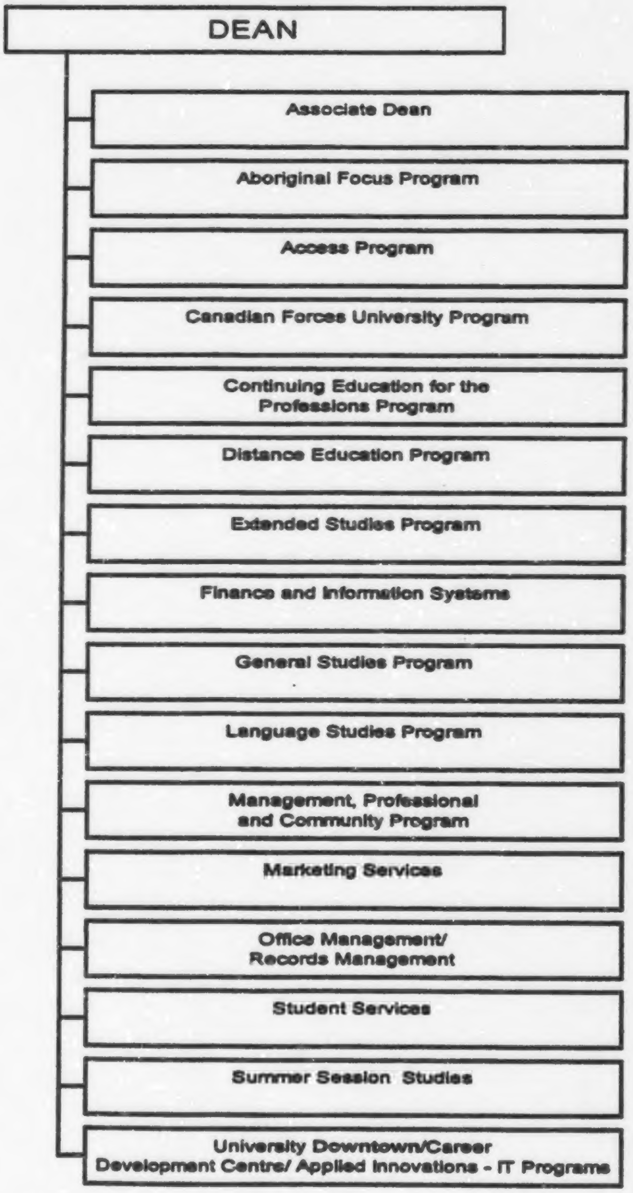
***Note:** For the address of the Access and Privacy Coordinator, see the "Addresses" section of the Handbook.*

CONTINUING EDUCATION DIVISION


DEAN
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Canadian Forces University Program
Continuing Education for the Professions Program
Distance Education Program
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Finance and Information Systems
General Studies Program
Language Studies Program
Management, Professional and Community Program
Marketing Services
Office Management/ Records Management
Student Services
Summer Session Studies
University Downtown/Career Development Centre/ Applied Innovations - IT Programs

The purpose of the **Continuing Education Division** is to provide a central focus for adult, distance, mature, and summer continuing education in the University and undertakes planning and general administration for these programs and services. The Continuing Education Division co-ordinates a wide range of programs through which degree courses and non-degree or certificate courses are offered.

The Continuing Education Division consists of 15 programs, services, and studies. These include: Aboriginal Focus Programs; Access and Special Pre-Medical Studies; Canadian Forces University Program; Continuing Education for the Professions; Distance Education; Extended Studies; Finance and Information Systems; General Studies; Applied Innovations; Language Studies; Management, Professional, and Community Programs; Marketing and Development Services; Student Services; Summer Inter-session Studies; and University of Manitoba Downtown/Career Development

OFFICE OF THE DEAN

The Dean is the Chief Executive of the Division and is responsible in the administration of the Division. Records of the of the Dean's Office includes those of the Dean (held by the Confidential Secretary), Associate Dean, Office Management/ Records Management.

General Administrative Records (100)

Files regarding budget, general financial activities, committee minutes, correspondence, policies and procedures, employee absentee reporting, and vacation entitlement reports.

Executive Council Records (300)

Files regarding the deliberations of the Division Management Team (DMT).

Personnel Records –Copies (500)

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of responses and comments from academic staff regarding promotions and tenure and to maintain a record of CED support staff.
Information: Personal information may include: name; home address; home telephone number; home fax number; home e-mail address; age; gender; marital/ family status; staff development and training; SIN; employee number; date of birth; education history; employment history; resumes; reference letters; attendance reports; absence reports; professional information; financial information; education; reference letters; performance appraisals; termination records; physical disability; vacation/ leave reports; pay and benefits information; personal health information; pension information; and opinions expressed about an individual by another. Originals stored in Human Resource Department.
Other Uses and Disclosures: None.
Retention and Disposition: Following the CED's records management policies, procedures and guidelines.

Recommendation For Promotion /Tenure Form

Authority: *The University of Manitoba Act..*
Purpose for Collection: Initiated by the Head of the Department, the records are used to evaluate the appointments, the qualifications, and the performance of the academic staff according to their duties and responsibilities.
Information: Personal information may include: name; staff development and training; performance appraisals; reference letters; and opinions expressed about individual by another
Other Uses and Disclosures: None.
Retention and Disposition: Following CED's records management policies, procedures and guidelines.

Change In Work Schedule Approval Form

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of University personnel who require changes in their work schedule.
Information: Personal information may include: Director's name; staff member's name; work

schedule data; payments; and budget authorization.
Other Uses and Disclosures: None.
Retention and Disposition: Following CED's records management policies, procedures and guidelines.

President's No.1 Form- Staff Recommendation
Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain CED employees' records.
Information: Personal information may include: name; home address; gender; marital/ family status; date of birth; SIN; employee group/ union; faculty affiliation; professional affiliation; rank/ position classification; other type of appointment; other request/action recommended; and budget position number. Originals stored in U of M Administration Office.
Other Uses and Disclosures: None.
Retention and Disposition: Following CED's records management policies, procedures and guidelines.

Associate Dean

The responsibilities of the Associate Dean are program and instructional development including chairing the Program Review Committee, developing the Instructional Quality Initiative, and, looking after the Professional Development Policy. The Associate Dean is appointed Acting Dean in the Dean's absence and serves on University and Community committees.

Office Files (100, 200, 300, 400, 900)
Files regarding budget, general financial activities, committee minutes, correspondence, policies and procedures, marketing, and other administrative records.

Program Development (600)
Files containing programs, course proposals, course design, and minutes of meetings.

Existing Courses / Programs (700)
Files regarding course direction and statistics, course outlines, course brochures, course correspondence, course evaluations, annual reports, minutes of meetings, and copyrights.

ABORIGINAL FOCUS PROGRAM

The Aboriginal Focus Program is designed to provide post-secondary education for a particular level of practice in a professional field. Such programs include; Child Sexual Abuse Intervention and Treatment; Counselling Skills: Special Education Teacher Assistant; Environmental Assessment Protection and Education (CEIR); Career Counselling For Youth; First Nation Community Wellness; Bachelor of Social Work; and Bachelor of Education. Each of these programs have been developed co-operatively with First-Nation and Aboriginal stakeholders, as well as other units of the University, to meet the educational needs of students and communities.

Office Files (100, 200, 300, 400, 900)
Files regarding budget, general financial activities, committee minutes, correspondence, policies and procedures, marketing, and other administrative records.

Personnel Records – Copies (500)
Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record for employment of personnel in the Aboriginal Focus Program within the Continuing Education Division.
Information: Personal information may include: name: age: home address; home telephone number; home fax number; home e-mail address; date of birth; age; marital status; resume; SIN; application for employment; reference letters; attendance reports; absence reports; vacation/ leave reports; appointments/ teaching contracts; employee position classification; education; employment history; performance appraisals; termination reports; staff development and training; criminal/ security reference checks;

pension information; and instructor payrolls. Originals stored in Human Resource Department.
Other Uses and Disclosures: None
Retention and Disposition: Following CED's records management policies, procedures and guidelines.

Existing Courses/ Programs (700)

Files containing course and teaching related materials. This may include syllabi, course schedules, evaluations of instructors, class rosters, room reservations, handouts, and copies of examinations and assignments. Arranged under certificate or program name. Updated annually.

Attendance Report (800)

Authority: *The University of Manitoba Act.*
Purpose for Collection: To provide the sponsor a certified list of hours completed by the student.
Information: Personal information may include: student name; sponsor's name; attendance history; absence reports; progress report; education and training. Arranged separately by student name.
Other Uses and Disclosures: Statement of Release Forms to student's employer or sponsor.
Retention and Disposition: Following CED's records management policies, procedures and guidelines.

Course Grades Report (800)

To provide a letter grade for each student in relation to a completed course. Arranged separately in binder by course number.

Student Records (800)

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of every student who applies for registration in the Aboriginal Focus Program within the Continuing Education Division.
Information: Personal information may include: name; home address; home telephone number; home fax number; home e-mail address; date of birth; age; race; national/ ethnic origin (FNCWD only); education; marital/family status; SIN (FNCWD only); student number; resume; attendance reports; absence reports; training and professional development; statement of Release; application; transcripts; employment history; reference letters; application for admission; individual's own personal opinions; performance appraisals; and statement of release.
Other Uses and Disclosures: Statement of Release Forms to student's employer or sponsor
Retention and Disposition: Following CEDs records management policies, procedures and guidelines.

UNIVERSITY OF MANITOBA ACCESS/ SPSP PROGRAM (UMAP)

In co-operation with the Province of Manitoba, the University of Manitoba Access Program facilitates university students at the degree level for persons who traditionally have not had the opportunity for such experience because of social, economic, and cultural reasons, lack of formal education, or residence in remote areas. Students in this program are provided with academic and personal supports. Such programs include the Special Pre-Medical Studies Program (SPSP) and the Professional Health Program (PHP). These programs are funded by the Manitoba Education and Training, Advanced Education and Training, Advanced Education and Skills Training Division.

Office Files

Files regarding budget, general financial activities, committee minutes, policies and procedures, employee absentee reports, vacation entitlement reports and other administrative records.

Student Records (800)

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of every student who applies for admission and registration in the University of Manitoba Access/ SPSP Program within the Continuing Education Division.
Information: Personal information may include: name; home address; home telephone number; date of birth; age; gender; marital/ family status;

SIN; race; ethnic origin; student number; application for admission; personal health information; education; staff development and training; performance appraisals; transcripts; reference letters; employment history; financial history; pay and benefit information; credit card information; student advisor comment/ notation; individual's own opinions; sponsorship; volunteer placement agency; and with- drawl and termination records.
Other Uses and Disclosures: Policy 423.
Retention and Disposition: To be determined.

Other Programs

Files containing correspondence with/ between other institutional programs. These include the Engineering Access File, Winnipeg Educational File, and the Professional Health Program. Arranged alphabetically by name.

CANADIAN FORCES UNIVERSITY PROGRAM

The aim of the Canadian Forces University Program (CFUP) is to assist Canadian Forces personnel (regular and reserve), retired members, civilian employees of the Department of National Defence, and members of their families in pursuing a university education on a part-time-basis. The extensive mobility of Canadian Forces personnel, which often interrupts studies and increases the difficulty of satisfying the residence requirement for graduates, is taken into account by this program. Recognition is given for a wide range of military training, and counselling services are provided by a program student advisor.

Office Files (100, 200, 300, 400, 900)

Files regarding budgets, general financial activities, committee minutes, policies and procedures, correspondence, employee absentee reporting, vacation entitlement reports, marketing, and other administrative records.

Personnel Records –Copies (500)

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record for employment of personnel in the Canadian Forces program within the Continuing Education Division.
Information: Personal information may include: name; home address; home telephone number; home fax number; home e-mail address; employee number; transcripts; education; employment history; resume; reference letters; application forms; performance appraisals; opinions expressed about individuals by another; and vacation/ leave reports. Originals stored in Human Resource Department.
Other Uses and Disclosures: None.
Retention and Disposition: Following CED's records management policies, procedures and guidelines.

Student Records (800)

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of every student who applies for admission and registration in the Canadian Forces Program within the Continuing Education Division.
Information: Personal information may include: name; home address; home telephone number; home fax number; home e-mail address; date of birth; age; gender; marital/ family status; SIN; student PIN number (limited); student number; transcripts; employee number; UM application forms; education; employment history; staff development and training; reference letters; military identification (copies); military resumes (copies); and personal health information. Originals stored in University of Manitoba Student Records Office.
Other Uses and Disclosures: Policy 423.
Retention and Disposition: Following CED's records management policies, procedures and guidelines.

CONTINUING EDUCATION FOR THE PROFESSIONS PROGRAM (CEP)

In response to our increasingly fast-paced and competitive world, the Continuing Education Division is developing new programs for professionals in partnership with faculties and schools at the University Of Manitoba and with professional associations. These programs (i.e. Education Professional Development Programs, Management Development Programs, Professional Development Programs for Engineers) will provide professionals with new and expanded opportunities for relevant learning that address changing market and workplace needs.

The Faculty of Management and the Continuing Education Division have introduced programs to assist organisations in developing their managers. Such programs include: Strategic Market Development; Strategic Interviewing; Information Technology for Non-IT Managers; Effective Business Communication; Accounting for Non-Financial Managers; Managing Strategically: Creating and Executing Winning Strategies; Strategic Leadership and Managing Transformational Change; Developing and Maintaining a Customer Focus; and Values and Ethics in Management- an Oxymoron?

Office Files (100, 200, 300, 400, 900)

Files regarding budget, general financial activities, committee minutes, correspondence, policies and procedures, employee absentee reporting, vacation entitlement reports, marketing, and other administrative records. Originals stored in Human Resource Department.

Personnel Records-Copies (500)

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record for employment of personnel in the Continuing Education for the Professions within the Continuing Education Division.
Information: Personal information may include: name; home address; home telephone number; home fax number; date of birth; age; gender; marital/ family status; SIN; employee number; education; employment history; resume/ application for employment; reference letters; teaching appointments and agreements; and financial history. Originals stored in Human Resource Department.
Other Uses and Disclosures: None.
Retention and Disposition: Following CED's records management policies, procedures and guidelines.

Existing Courses/ Programs (700)

Files containing course direction and statistics, course outlines, course brochures, course correspondence, course evaluations, annual reports, minutes of meetings, and copyrights.

Student Records (800)

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of every student who applies for registration in the Continuing Education For The Professions within the Continuing Education Division.
Information: Personal information may include: name; home address; home telephone number; date of birth; age; gender; marital/ family status; SIN; student number; transcripts; national/ ethnic origin: education; employment history; personal health information; application and registration forms; with-drawl and termination records; grades and marks; and completed term papers and assignments.
Other Uses and Disclosures: Policy 423.
Retention and Disposition: Following CED's records management policies, procedures and guidelines.

Attendance Sheet Form

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of every student who attends courses in the Continuing Education For The Professions within the Continuing Education Division.
Information: Personal information may include: student name; student number; term grade; final exam grade; course grade total; and letter grade
Other Uses and Disclosures: None.
Retention and Disposition: Following CED's records management policies, procedures and guidelines.

DISTANCE EDUCATION PROGRAM

The mission of the Distance Education Program is to extend university resources into the community and to provide access to and foster academic success in university level study through excellence and innovation in alternative delivery.

The Distance Education Program provides learners throughout Manitoba, Canada, and the world with an opportunity to complete university courses offered by The University of Manitoba without attending a scheduled class on campus.

Over 100 degree courses are offered in the following Faculties and departments: Anthropology, Biology, Classics, Economics, English, French, Geography, Geological Sciences, History, Mathematics, Microbiology, Nursing, Philosophy, Political Studies, Psychology, Recreation Studies, Religion, Social Work, Sociology, and Statistics.

Courses are also offered in four different formats: Campus Manitoba, Independent Study, Net-based courses, and Group- Based-Study.

Office Files (100, 200, 300, 400, 900)
Files regarding budget, financial activities, committee minutes, correspondence, policies and procedures, marketing, and other administrative records.

Course Lease Agreements--Copies (400)
Files and forms regarding the leasing of established courses from the Distance Education Program to other universities/institutions. Arranged by course number. Originals stored in the Office of the President within the Contract Vault, under the file name, Legal Counsel.

Independent Contract Agreements—Copies (400)
Information regarding contracts between institutions. Contracts pertain to the hiring of instructors and instructor training. Originals stored in Financial Services.

Course and Instructor's List (500)
Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of instructors to courses taught in the Distance Education Program within the Continuing Education Division.
Information: Personal information may include: name of instructor; home address; home telephone number; home e-mail address; employee number; union affiliation; and course number.
Other Uses and Disclosures: None.
Retention and Disposition: Following CED's records management policies, procedures and guidelines.

Personnel Records –Copies (500)
Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record for employment of personnel in the Distance Education Program within the Continuing Education Division.
Information: Personal information may include: name; home address; home telephone number; home e-mail address; age; gender; job description; employee number; application forms; education; resume; reference letters; application forms; performance appraisals; vacation/ leave reports, financial information; calling card number; appointment/ teaching contracts; pay and benefit information; staff development and training; promotion letters; instructor lists; grade lists; course evaluations; staff vacations and entitlements; and absentee reports. Originals stored in Human Resource Department.
Other Uses and Disclosures: None.
Retention and Disposition: Following CED's records management policies, procedures and guidelines.

Program Development (600)
Planning and development, acquisitions, implementation requests, financial (budgets), spreadsheets, tracking, technical planning, faculty negotiations, course development, course reports, and, lease agreements.

Grant Application Forms (600)
Files and forms regarding funding of Distance Education Development amongst universities/ institutions and with government. Originals held in Dean's Office.

Existing Courses / Programs (700)
Files regarding course direction, statistics, course outlines, course manuals, course brochures, course correspondence, course evaluations, annual reports, videotapes of lectures, minutes of meetings, and, copyrights.

Student Records – Copies (800)
Authority: *The University of Manitoba Act*.
Purpose for Collection: To maintain a record of international students who apply for registration in Distance Education within the Continuing Education Division
Information: Personal information may include: name; home address; home telephone number; home e-mail address; home fax number; gender; SIN; student number; transcripts; education; withdrawl and termination records; and grades reports. Originals held by Faculty. Other students who apply for registration in Distance Education are electronically registered.
Other Uses and Disclosures: Policy 423.
Retention and Disposition: Following CED's records management policies, procedures and guidelines.

EXTENDED STUDIES PROGRAM

Extended Studies provides an opportunity to take degree credit courses in your own community or at your workplace. Courses, at the University of Manitoba Bannatyne campus, Vincent Massey High School, and Mt. Carmel Clinic, offer a classroom learning experience led by University of Manitoba instructors.

The goal of Extended Studies is to help individuals acquire needed knowledge and skills for personal development and career advancement.

Office Files (100, 200, 300, 900)
Files regarding budget, general financial activities, committee minutes, correspondence, policies and procedures, marketing, and other administrative records.

Program Development (600)
Files containing programs, course proposals, course design, correspondence, and meetings of minutes.

Existing Courses/ Programs (700)
Files regarding course direction, course outlines, course brochures, course correspondence, course evaluations, summary of activities, and copyrights.

FINANCE AND INFORMATION SYSTEMS

Finance and Information Systems is comprised of four functional areas. These include: Financial and General Accounting; Instructional Appointments and Payroll; Computer Network; and Information Systems.

The Department functions to provide a management information system which can report on direct income, expenses, and allocated costs at the course section, program, and Area level. A further responsibility is to advise Departments/ faculties regarding administrative, budgetary, and policy formulation matters.

Financial and General Accounting

The Financial and General Accounting function is responsible for developing and managing the Continuing Education Divisions' budgets. Files include budgets (payroll), course budget proposals, monthly operating reports, transfer reports, and budget transfers. Originals held by Finance and General Accounting.

Office Files (100, 200, 300)
Files regarding general financial activities, vacancy positions, policies and procedures, correspondence, and other administrative records.

Finance (400)
Files regarding course/budget proposals, transfer reports, invoices, receipts, budget transfers, book store charges, campus Copy Centre charges, and interdepartmental charges.

Monthly Operating Reports (400)
Monthly reports showing the current financial status of funds voted, commitments, actual expenditures to date, and, remaining spending authority.

Purchase Requisition Orders (400)
Financial and other information regarding CED's requisition orders .

Travel /Expense Claims (400)
Authority: *The University of Manitoba Act.*
Purpose for Collection: To process claims for travel and expenses incurred by CED employees within the Continuing Education Division.
Information: Personal information may include: name; home address; home telephone number; home fax number; SIN; employee number; and staff development and training.
Other Uses and Disclosures: None.
Retention and Disposition: Following CED's records management: policies, procedures and guidelines.

Instructional Appointments and Payroll

Instructional Appointments and Payroll is responsible for paying sessional instructors, teaching assistants, hourly/ casual staff, and appointments for course maintenance and development.

Letter of Offer/ Acceptance (400)
Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of letters of offer to potential employees and acceptance letters returned by them.
Information: Personal information may include: name; home address; gender; signature, and course name.
Other Uses and Disclosures: UMFA members letter of acceptance sent to Administration.
Retention and Disposition: Following CED's records management: policies, procedures and guidelines.

Independent Contract Agreements (400)
Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of all university contracts with individuals or organisations.
Information: Personal information may include: name; home address; home telephone number; home fax number; home e-mail address; business registration number; employee number; account number, and individuals own personal opinions.
Other Uses and Disclosures: None.
Retention and Disposition: Following CED's records management: policies, procedures and guidelines.

CED Employee Payroll Information Form – Language Studies, Summer Session, MPCP, AFP, CEP, D.E., Casual Staff, Extended Studies Campus MB. (400)
Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a payroll record for all university employees within the CED.
Information: Personal information may include: name; home address; home telephone number; home fax number; home e-mail address; date of birth; age; SIN; marital status; gender; employee number; ICA contract information; resumes (if foreign instructor); ICA information; student number; education history; employee position classification; and total renumeration figure.
Other Uses and Disclosures: None.
Retention and Disposition: Following CED's record management: policies, procedures and guidelines.

Student Teaching Assistantship Form (400)

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a payroll record of all Teaching Assistants (CUPE), grade markers, and lecturers employed by CED.
Information: Personal information may include: name; home address; gender; SIN; date of birth; student number; marital/ family status; renumeration; and classification (grader/ marker).
Other Uses and Disclosures: None.
Retention and Disposition: Following CED's records management policies, procedures and guidelines.

Personnel Records –Copies (500)

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record for employment of personnel in Finance and Information Systems within the Continuing Education Division.
Information: Personal information may include: name; home address; home telephone number; home fax number; home e-mail address; employee number; transcripts; education; employment history; resume; reference letters; application forms; performance appraisals; opinions expressed about individuals by another; and vacation/ leave reports. Originals stored in Human Resource Centre.
Other Uses and Disclosures: None.
Retention and Disposition: Following CED's records management policies, procedures and guidelines.

President's No.1 Form-Staff Recommendation (500)

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain CED employees' records.
Information: Personal information may include: name; home address; date of Birth; gender; marital/ family status; SIN; employee group/ union; faculty affiliation; professional affiliation; rank/ position classification; other type of appointment; other request/action recommended; and budget position number. Originals stored in U of M Administration Office.
Other Uses and Disclosures: None.
Retention and Disposition: Following CED's records management policies, procedures and guidelines.

Casual Staff Recommendation-Comptroller's Form (500)- Copies

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a casual staff employed by CED.
Information: Personal information may include: name; home address; gender; SIN; date of birth; student number; marital/ family status; employment history; signature; renumeration; and faculty affiliation.
Other Uses and Disclosures: None.
Retention and Disposition: Following CED's records management policies, procedures and guidelines.

Computer Network and Information Systems

To manage and co-ordinate both the information management and Local Area Network (LAN) for the Continuing Education Division. This area maintains a file server where all CED electronic records are stored including all student files created by the CED registration system (CERS) and the administrative files.

Office Files (100)

Files regarding budget, general financial activities committee meetings, correspondence, policies and procedures, documentation of computer projects, and other administrative records.

Change Network User Access Rights Form (100)

Files containing forms documenting changes in user access rights. Arranged under Forms heading.

Student Records (800)

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain an electronic record of every student who applies for

admission and registration within the Continuing Education Division.
Information: Personal information may include: name; home address; home telephone number; home fax number; home e-mail address; transcripts; education; application forms; opinions expressed about individuals by another.
Other Uses and Disclosures: Policy 423.
Retention and Disposition: Following CED's records management policies, procedures and guidelines.

GENERAL STUDIES PROGRAM

A key component of the Continuing Education Division mission is to provide equality of opportunity and increased access to the educational resources of the University and the community. General Studies is one of the ways that the Division strives to fulfil this commitment. General Studies allows people who require a specific selection of courses for purposes of meeting entry requirements, career development or personal interest to access courses at The University of Manitoba. It provides an opportunity for people to study degree credit courses within various faculties and schools at the University. Courses may be taken in General Studies in the regular academic year, in Summer Session or by Distance Education.

Office Files (100, 200, 300, 400, 900)

Files regarding budget, general financial activities, committee minutes, correspondence, policies and procedures, marketing, and other administrative records.

Student Records (800)

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of every student who applies for admission and registration in General Studies within the Continuing Education Division.
Information: Personal information may include: name; home address; home telephone number; date of birth; age; gender; marital/ family status; SIN; student number; personal health information; transcripts; reference letters; educational history; employment history; performance appraisals; individual's own personal opinions; opinions expressed about individual by another; application for admission; PIN; with- drawl and termination records; appeals, and grade reports.
Other Uses and Disclosures: Policy 423.
Retention and Disposition: Following CED's record management: policies, procedures and guidelines.

Application for Permission to Add or Change a Course After the Deadline Date Form (800)

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record for all students who apply for permission to add or change a course after the appointed deadline in General Studies within the Continuing Education Division.
Information: Personal information may include: name; student number; course number; and opinions expressed about individual by another.
Other Uses and Disclosures: None.
Retention and Disposition: Following CED's records management policies, procedures and guidelines.

Admission For One Session Only Form (800)

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record for all students who apply for permission to attend only one session in General Studies within the Continuing Education Division.
Information: Personal information may include: name; student number; and opinions expressed about individual by another.
Other Uses and Disclosures: None.
Retention and Disposition: Following CED's records management policies, procedures and guidelines.

Application For Challenge For Credit Form (800)

Authority: *The University of Manitoba Act.*

Purpose for Collection: To maintain a record for all students who make an application for challenge for credit in General Studies within the Continuing Education Division.
Information: Personal information may include: name; home address; home phone number; student number; course number; individual's own opinions; and opinions expressed about individual by another.
Other Uses and Disclosures: None.
Retention and Disposition: Following CED's records management policies, procedures and guidelines.

Notes To Student's File Form (800)

Authority: *The University of Manitoba Act*.
Purpose for Collection: To maintain a record of concerns noted by the Faculty Representative or student in General Studies within the Continuing Education Division.
Information: Personal information may include: name; student number; individual's own opinions; and opinions expressed about individual by another.
Other Uses and Disclosures: None.
Retention and Disposition: Following CED's records management policies, procedures and guidelines.

Student's Request for Deferred Examination Form (800)

Authority: *The University of Manitoba Act*.
Purpose for Collection: To maintain a record of Requests for Deferred Examinations General Studies within the Continuing Education Division.
Information: Personal information may include: name; home address; home phone number; education data; student number; individual's own opinions; and opinions expressed about individual by another.
Other Uses and Disclosures: None.
Retention and Disposition: Following CED's records management policies, procedures and guidelines.

Permission For Late Admission Form (800)

Authority: *The University of Manitoba Act*.
Purpose for Collection: To maintain a record those student's who request permission to be admitted to a course after the deadline for admission in General Studies within the Continuing Education Division.
Information: Personal information may include: name; student number; and opinions expressed about individual by another.
Other Uses and Disclosures: None.
Retention and Disposition: Following CED's records management policies, procedures and guidelines.

Admissions for One Session Only

Authority: *The University of Manitoba Act*.
Purpose for Collection: To maintain a record for those student's who request for admission for one session only. in General Studies within the Continuing Education Division.
Information: Personal information may include: name; student number; and reason for request.
Other Uses and Disclosures: None.
Retention and Disposition: Following CED's records management policies, procedures and guidelines.

Student's Performance Assessment

Authority: *The University of Manitoba Act*.
Purpose for Collection: To maintain a record those student's who require academic performance assessment in General Studies within the Continuing Education Division.
Information: Personal information may include: name; student number; and academic performances.
Other Uses and Disclosures: None.
Retention and Disposition: Following CED's records management policies, procedures and guidelines.

LANGUAGE STUDIES PROGRAM

It is the mission of the Language Studies area to provide individuals with good language skills. This is based on the premise that language skills are essential to success and happiness in all walks of life. In a world of free trade where international borders continue to blur, knowledge of another language could be your passport to opportunity.

Conversational language courses are offered in French, German, Japanese, Greek, and Spanish. They are ideally suited for anyone wishing to acquire another language for business, travel, or personal interest. Other courses offered include Intensive English Program and Certificate for Teaching English as a Second Language.

Office Files (100, 200, 300, 400, 500, 900)
Files regarding budget, general financial activities, committee minutes, correspondence, policies and procedures, marketing, and other administrative records.

Personnel Records - Copies (500)
Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record for employment of personnel in Language Studies Area within the Continuing Education Division.
Information: Personal information may include: name; home address; home telephone number; home fax number; home e-mail address; age; date of birth; gender; marital/ family status, SIN; resume; application for employment; employee number; letters of reference; employee and position classification; education; employment history; performance appraisals; course evaluation; termination records; staff development and training; criminal/ security reference checks; payroll forms; pension information; opinions expressed about individuals by another. Originals stored in Human Resource Department.
Other Uses and Disclosures: None.
Retention and Disposition: Following CED's records management policies, procedures and guidelines.

Registration Forms - (Greek, German, Spanish, French, Japanese, IEP, CTESL) (800)
Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record Registration in the Language Studies Area Program within the Continuing Education Department.
Information: Personal information may include: name; home address; home phone number; home fax number; date of birth; employer, credit card number; and gender.
Other Uses and Disclosures: None.
Retention and Disposition: Following CED's records management policies, procedures and guidelines.

Program Development (600)
Files containing programs, course proposals, course design, and minutes of meetings.

Existing Courses/ Programs (700)
Files regarding course direction and statistics, course outlines, course brochures, course correspondence, course evaluations, annual reports, minutes of meetings, and copyrights.

Student Records (800)
Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of every student who applies for registration in the Language Studies Area within the Continuing Education Division.
Information: Personal information may include: name; home address; home telephone number; home fax number; date of birth; age; gender; marital/ family status; SIN; student number; transcripts; application and registration forms; education history; employment history; reference letters; ethnic origin; appeals; credit card information; financial history; attendance reports; class lists; with- drawl and termination records; grades and marks; completed term papers and assignments; medical insurance number; signature; level of proficiency in English (if applicable); and personal health information.
Other Uses and Disclosures: Policy 423.
Retention and Disposition: Following CED's records management policies, procedures and guidelines.

MANAGEMENT, PROFESSIONAL AND COMMUNITY PROGRAMS (MPCP)

MPCP offers certificates and individual courses for personal and professional development. A number of programs and certificates are offered through professional organisations and associations such as the Canadian Institute of Management (CIM), the Credit Institute of Canada (CIC), the Purchasing Management Association (PMAC), The Institute of Canadian Bankers (ICB), and, the Credit Union Institute of Canada (CUIC).

Office Files (100, 200, 300, 400, 900)
Files regarding budget (course/ budget proposal form), general financial activities, committee minutes, correspondence, policies and procedures, marketing, and other administrative records.

Personnel Records – Copies (500)
Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record for employment of instructors in Management, Professional and Community Programs within the Continuing Education Division.
Information: Personal information may include: name; home address; home telephone number; home fax number; home e-mail address; employee number; transcripts; education; employment history; resume; reference letters; application forms; performance appraisals; instructor/course evaluations; statement of release forms; grade reports; opinions expressed about individuals by another; and vacation/ leave reports. Originals stored in Human Resource Centre.
Other Uses and Disclosures: None.
Retention and Disposition: Following CED's records management policies, procedures and guidelines.

Program Development (600)
Files containing programs, course proposals, course design, and minutes of meetings.

Existing Courses/Programs (700)
Files regarding course direction and statistics, course outlines, course brochures, course correspondence, course evaluations, annual reports, minutes of meetings, and copyrights.

Student Records (800)
Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of every student who registered in Management, Professional and Community Programs within the Continuing Education Division.
Information: Personal information may include: name; home address; home telephone number; fax number; date of birth; age; gender; marital/ family status; SIN; student number; transcripts; application and registration forms; education history; employment history; reference letters; ethnic origin; appeals; credit card information; financial history; class lists; with- drawl and termination records; grades and marks; completed term papers and assignments; and personal health information.
Other Uses and Disclosures: Statement of Release Forms to student's employer/ sponsor.
Retention and Disposition: Following CED's records management policies, procedures and guidelines.

Student Attendance Sheet Form (800)
Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of attendance in MPCP programs within the CED.
Information: Personal information may include: student's name; student number; term grade; final exam grade; course grade total; and letter grade.
Other Uses and Disclosures: Policy 423.
Retention and Disposition: Following CED's records management policies, procedures and guidelines.

Awards Selection Records (800)
Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of information used to select students for the Dr. Ronald Kristjanson Memorial Scholarship.
Information: Personal information may include: name; home address; home telephone number;

home fax number; resume; student history; SIN; letters of reference; education; mark transcripts; student history; and individuals own opinions.
Other Uses and Disclosures: Policy 423.
Retention and Disposition: Following CED's records management policies, procedures and guidelines.

Entry of Grades/Change of Grades (800)

Authority: *The University of Manitoba Act*.
Purpose for Collection: To maintain a record of grades and change of grades.
Information: Personal information may include: name; student number, grade letter, and change of grade letter.
Other Uses and Disclosures: Policy 423.
Retention and Disposition: Following CED's records management policies, procedures and guidelines.

Final Course Grade Letter (800)

Authority: *The University of Manitoba Act*.
Purpose for Collection: To maintain a record of the final course grade.
Information: Personal information may include: name; home address; and course grade.
Other Uses and Disclosures: Policy 423.
Retention and Disposition: Following CED's records management policies, procedures and guidelines.

Instructor's Course Grade Report (800)

Authority: *The University of Manitoba Act*.
Purpose for Collection: To maintain a record of student's grades in a given course.
Information: Personal information may include: student's name; term grade; final exam grade; course grade total; letter grade; and instructor's personal opinions.
Other Uses and Disclosures: Policy 423.
Retention and Disposition: Following CED's records management policies, procedures and guidelines.

Program Director's Instructor's Course Grade Report (800)

Authority: *The University of Manitoba Act*.
Purpose for Collection: To maintain a record of student's grades for the Program Director.
Information: Personal information may include: student's name; student number: and grade.
Other Uses and Disclosures: Policy 423.
Retention and Disposition: Following CED's records management policies, procedures and guidelines.

MARKETING

It is the mission of the Marketing and Development Services Department to reach out to communities and learners through the use of multi-media. Such media includes: program calendars/guides, posters advertisements, flyers, brochures, billboards, displays, radio and special events, videos, and the World Wide Web.

Office Files (100, 200, 300, 400, 900)

Files containing budget, general financial activities, committee minutes, correspondence, policies and procedures, and other administrative records.

Personnel Records - Copies (500)

Authority: *The University of Manitoba Act*.
Purpose for Collection: To maintain a record for employment of personnel in Marketing and Development Services within the Continuing Education Division.
Information: Personal information may include: name; home address; home telephone number; fax number; age; date of birth; gender; marital/family status, SIN; resume; application for employment; employee number; letters of reference; employee and position classification; education; employment history; performance appraisals; termination records; staff development and training; criminal/security reference checks; payroll forms; and, pension information. Originals stored in Human Resource Department.
Other Uses and Disclosures: None.
Retention and Disposition: Following CED's records management policies, procedures and guidelines.

Statement Of Release Form (900)

Authority: *The University of Manitoba Act.*
Purpose for Collection: To obtain written consent for the use of student's photographs and program comments for the purpose of illustration, advertising, or publication on behalf of the CED.
Information: Personal information may include: student's name; employee/sponsor home address; employee/sponsor home telephone; photographs; and individual's own opinions.
Other Uses and Disclosures: Release Form for Public Relations material.
Retention and Disposition: Following CED's records management policies, procedures and guidelines.

Marketing (900)

Files containing mailing lists (includes company names and work addresses only), Learner Surveys (names absent), flyers, brochures, advertisements, press releases, web-site, and posters.

OFFICE MANAGEMENT/RECORDS MANAGEMENT

Provides reception for the Dean's Office and centralised services for the entire Division including couriers, faxing, bulk mailing, inputting, photocopying and travel and special functions. The Manager, Staffing, and Administrative Services is responsible for planning, policy development, implementing, managing, and evaluating this function.

Office Files (100, 200, 300, 400, 900)

Files regarding budget, general financial activities, committee meetings, correspondence, policies and procedures, marketing, and other administrative records.

Travel Arrangement Form Records (100)

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of travel made by persons in the Continuing Education Division.
Information: Personal information may include: name; home address; home telephone number; and staff development and training and purpose of trip. Arranged monthly by name.
Other Uses and Disclosures: Policy 423.
Retention and Disposition: Following CED's records management policies, procedures and guidelines.

Personnel Records - Copies (500)

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain employment records (inactive) of personnel in the Continuing Education Division.
Information: Personal information may include: name; home address; age; date of birth; gender; marital/family status; SIN; home telephone number; home fax number; home e-mail address; resume; reference letters; application for employment; employee number; student number; letters of reference; employee and position classification; education; employment history; attendance reports; absence reports; vacation/ leave reports; pay and benefits information; professional information; attendance reports; absence reports; vacation/ leave reports; pay and benefits information; promotion; performance appraisals; President No. 1 Forms; termination records; personal health information; tenure and promotion; staff development and training; criminal/security reference checks, physical disability; pension information; and opinions expressed about individual by another. Originals stored in Human Resource Department.
Other Uses and Disclosures: None.
Retention and Disposition: Following CED:s Records Management; Policies, Procedures and Guidelines.

Program Development (600)

Files containing programs, course proposals, course design, and minutes of meetings.

Existing Courses/Programs (700)

Files regarding course direction and statistics, course outlines, course brochures, course correspondence, course evaluations, annual reports, minutes of meetings, and copyrights.

Student Records (800)
Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain in storage inactive records of every student who applies for registration in the Continuing Education Division.
Information: Personal information may include: name; home address; home telephone number; home fax number; home e-mail address; date of birth; age; gender; marital/ family status; SIN; student number; credit card number; national/ ethnic origin; education; training and professional development; transcripts; employment history; resume; reference letters; attendance reports; absence reports; application for admission; individual's own personal opinions; performance appraisals; and statement of release.
Other Uses and Disclosures: Statement of Release Forms to student's employer or sponsor.
Retention and Disposition: Following CEDs records management policies, procedures and guidelines.

STUDENT SERVICES

Student Services provides information about the Division's programs/ courses to students and potential students, assists students with course selection and problem solving throughout their programs, refers students to appropriate faculties/ programs where appropriate, mails materials to students for courses offered by distance delivery methods, receives and tracks assignment submission and return, registers students in non-degree programs, receipt monies received, maintains student records, and gathers information for program planning and marketing purposes.

Office Files (100, 200, 300, 400, 900)
Files regarding budget, general financial activities, committee minutes, correspondence, policies and procedures, employee absentee reporting, vacation entitlement reporting, marketing, and other administrative records.

Personnel Records - Copies (500)
Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record for employment of personnel in Student Services within the Continuing Education Division.
Information: Personal information may include: name; home address; home telephone number; fax number; age; date of birth; gender; marital/ family status, SIN; resume; application for employment; employee number; letters of reference; employee and position classification; education; employment history; performance appraisals; termination records; staff development and training; banked time; staff vacation/ entitlements; criminal/security reference checks; payroll forms; and, pension information. Originals stored in Human Resource Department.
Other Uses and Disclosures: None.
Retention and Disposition: Following CED's records management policies, procedures and guidelines.

Program Development (600)
Files containing programs, course proposals, course design, correspondence, and meetings of minutes.

Existing Courses/Programs (700)
Files containing registration forms.

Student Records (800)
Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of every student who applies for registration in the Continuing Education Division Certificate program.
Information: Personal information may include: name; home address; home telephone number; home fax number; home e-mail address; date of birth; age; gender; marital/family status; SIN; student number; transcripts; Application and Registration forms; Application to Enter Certificate Program; Application for Graduation; Assignment Title Sheet: Independent Study (Distance Education); Assignment Title Sheet (MPCP); Course Registration Form: Course Registration Receipt; Distance Education Textbook Order Form; Final Course Grade letter; Student Record (CERS Report 320);Telephone registration Form;

Transcript of Marks; education history; employment history; reference letters; ethnic origin; appeals; credit card information; financial history; class lists; with-drawl and termination records; grades and marks; completed term papers and assignments; and personal health information.
Other Uses and Disclosures: Statement of Release Forms to student's employer/ sponsor.
Retention and Disposition: Following CED's records management policies, procedures and guidelines.

Applications to Enter Certificate Program (800)

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of applications for the Certificate Program within the Continuing Education Division.
Information: Personal information may include: name; home address; home telephone number; home fax number; home e-mail address; employee number; gender; marital/ family status; employee and position classification; employment history; certificate program name; employment related training; signature; education history; and individual's own personal opinions.
Other Uses and Disclosures: Policy 423.
Retention and Disposition: Following CED's records management policies, procedures and guidelines.

Application for Graduation (MPCP) (800)

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of Applications for Graduation for MPCP within the Continuing Education Division.
Information: Personal information may include: name; home address; home telephone number; home fax number; home e-mail address; signature; gender; marital/family status; signature; and employee and position classification.
Other Uses and Disclosures: Policy 423.
Retention and Disposition: Following CED's records management policies, procedures and guidelines.

Assignment Title Sheet: Independent Study – Distance Education (800)

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of Assignment Title Sheets for Distance Education within Continuing Education Division.
Information: Personal information may include: name; home address; home telephone number; home fax number; gender; student number; assignment number; and mark received.
Other Uses and Disclosures: Policy 423.
Retention and Disposition: Following CED's records management policies, procedures and guidelines.

Assignment Title Sheet: Independent Study – MPCP (800)

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of Assignment Title Sheets for MPCP within Continuing Education Division.
Information: Personal information may include: name; home address; home telephone number; home fax number; gender; assignment number; and mark received.
Other Uses and Disclosures: Policy 423.
Retention and Disposition: Following CED's records management policies, procedures and guidelines.

Course Registration Form (800)

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of Course Registration Forms for the Continuing Education Division.
Information: Personal information may include: name; home address; home telephone number; home fax number; e-mail address; gender; employee position classification; association number; membership number; education history; U of M Alumni Association Member; Membership number; employment history; financial information; credit card number; and individual's own personal opinions.
Other Uses and Disclosures: Policy 423.

Retention and Disposition: Following CED's record's management: policies, procedures, and guidelines.

D.E. Textbook Order Form (800)

Authority: *The University of Manitoba Act*.
Purpose for Collection: To maintain a record of Distance Education Textbook Orders within the Continuing Education Division.
Information: Personal information may include: student's name; home address; home telephone number; financial information; signature; and credit card number.
Other Uses and Disclosures: Policy 423.
Retention and Disposition: Following CED's records management policies, procedures and guidelines.

Duplicate Form Orders (800)

Authority: *The University of Manitoba Act*.
Purpose for Collection: To maintain a record of Duplicate Form Orders within the Continuing Education Division.
Information: Personal information may include: student's name; home address; home telephone number; gender; financial information; and credit card number.
Other Uses and Disclosures: Policy 423.
Retention and Disposition: Following CED's records management policies, procedures and guidelines.

Final Course Grade Letter (800)

Authority: *The University of Manitoba Act*.
Purpose for Collection: To maintain a record of the final course grade.
Information: Personal information may include: name; home address; and course name and grade.
Other Uses and Disclosures: Policy 423.
Retention and Disposition: Following CED's records management policies, procedures and guidelines.

Student Record - CERS Report 320 (800)

Authority: *The University of Manitoba Act*.
Purpose for Collection: To maintain a record of student's previously taken courses within the Continuing Education Division.
Information: Personal information may include: student name; home address; home telephone number; SIN; gender; employee position classification; education; national origin; registration status; RCPT #; registration fee; and course name and start date.
Other Uses and Disclosures: Policy 423.
Retention and Disposition: Following CED's records management policies, procedures and guidelines.

Telephone Registration Form (800)

Authority: *The University of Manitoba Act*.
Purpose for Collection: To maintain a record of Telephone Registration Forms within the Continuing Education Division.
Information: Personal information may include: name; student number; financial information; credit card number; and individual's own personal opinion.
Other Uses and Disclosures: Policy 423.
Retention and Disposition: Following CED's records management policies, procedures and guidelines.

Transcript Of Marks Form (800)

Authority: *The University of Manitoba Act*.
Purpose for Collection: To maintain a record of student's marks for courses completed.
Information: Personal information may include: name; student number; course name; grade; grade point average; and cumulative grade point average.
Other Uses and Disclosures: Policy 423.
Retention and Disposition: Following CED's records management policies, procedures and guidelines.

Applied Innovations

A company that offers Information Technology courses. Individuals can be certified in a variety of computer applications. These include: Microsoft; Hardware Technologies and Troubleshooting; Advanced HTML; UNIX Administration; and JAVA Programming.

Student Loans (800)

Authority: *The University of Manitoba Act.*
Purpose for Collection: This information is related directly to and is needed by the University of Manitoba CED to operate student record management. This information will be used to maintain a record of student's loans for persons taking UMCED courses.
Information: Personal information may include: name; home address; date of birth; age; gender; home telephone number; home fax number; home e-mail; gender; national/ ethnic origin; marital/ family status; SIN; student number; course name; transcript; employment history; education; staff development and training; financial history; resume; reference letters; physical disability; personal health information; course name; pay and benefits information; and credit card information. Originals held by Human Resource Canada. Copies held by CED office.
Other Uses and Disclosures: Policy 423.
Retention and Disposition: Following CED's records management policies, procedures and guidelines.

SUMMER SESSION PROGRAM

Summer Session offers a wide range of courses in the spring and summer, including feature programs, summer institutes, travel/ study and off-campus courses. The Summer Session provides an opportunity to complete degree requirements, ease course loads in the regular session, or satisfy personal or professional learning needs. There are three academic periods to choose from: Inter-session; Summer Evening, and Summer Day.

Office Files (100, 200, 300, 400, 900)

Files regarding budget, general financial activities, committee meetings, correspondence, policies and procedures, marketing, and other administrative records.

Personnel Records – Copies (500)

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of employment of personnel in Summer Session within the Continuing Education Division
Information: Personnel information may include: name; home address; home telephone number; date of birth; employee number; gender; performance appraisals; SIN; financial history; and vacation reports. Originals stored in Human Resource Department.
Other Uses and Disclosures: None.
Retention and Disposition: Following CED's records management policies, procedures and guidelines.

THE UNIVERSITY OF MANITOBA DOWNTOWN

The University of Manitoba Downtown is a state-of-the-art executive learning centre designed to bring the resources of the University to the heart of downtown Winnipeg.

The University of Manitoba Downtown offers: Practical Education for the Professionals (i.e. Information Technology Programs, Management Professional and Community Programs); On-Site Training Programs (i.e. Communication and Supervisory Skills); and, Meeting and Training Facilities (i.e. Microcomputer labs, Satellite Downlink Capabilities).

Office Files (100, 200, 300, 900)

Files regarding general financial activities, committee minutes, policies and procedures, correspondence, marketing, and other administrative records.

Independent Contractor Agreements (100)

Information regarding university contracts with individuals and organisations. Includes the following: Applied Innovations; Klimczak Consulting; Winnipeg Police Service; Western Human Resources; and room-bookings at other universities. Forms (ICA) are arranged by classification number. Originals are stored in the CED office at the Fort Garry Campus. With exemptions are held in administrative vault.

Vendor Records (100)
Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record for all vendors who have business relations with the University of Manitoba Downtown Campus.
Information: Personal information may include: name; account number; financial history; name of references and phone numbers; primary contact name; and number of employees. Originals and copies are stored in the CED office at the Fort Garry Campus.
Other Uses and Disclosures: None.
Retention and Disposition: Following CED's records management policies, procedures and guidelines.

Financial Records – Copies (400)
Records regarding bookstore charges, insurance, travel expenses, payroll procedures, employee payroll, budget plans, petty cash, and, U of M Downtown budget files. Arranged by classification code. Originals stored in the CED office at the Fort Garry Campus.

Personnel Records-Copies (500)
Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record for employment of personnel at the U of M Downtown Campus.
Information: Personal information may include: name; home address; home telephone number; home fax number; home e-mail address; date of birth; gender; employee number; teaching contracts/appointments; class lists; grades; course evaluation forms; vacation entitlements; promotions, resumes; reference letters; pay and benefit information; absence reports; and opinions expressed about individual by another. Originals stored in Human Resource Centre.
Other Uses and Disclosures: None.
Retention and Disposition: Following CED's records management policies, procedures and guidelines.

Program Development-Copies (600)
Files containing quality initiatives, proposals, contract training, client material, and signed agreements by clients. Arranged by number. Originals are stored in the CED office at the Fort Garry Campus.

Applied Innovations (IT Programs)

A company that leases space at the U of M Downtown campus location. Records are the responsibility/custody of Applied Innovations. However, Student Services at the CED receives copies regarding the student records. (See under Student Services, Student Loans)

Career Development Centre

Western Human Resources is on contract with the University of Manitoba and leases space at the U of M Downtown campus. It's mission is to help individuals to define their goals and options and link them to educational, training and work opportunities. Records are the responsibility/custody of Western Human Resources and are not available to view or for use by university employees or students.

FACULTY OF DENTISTRY

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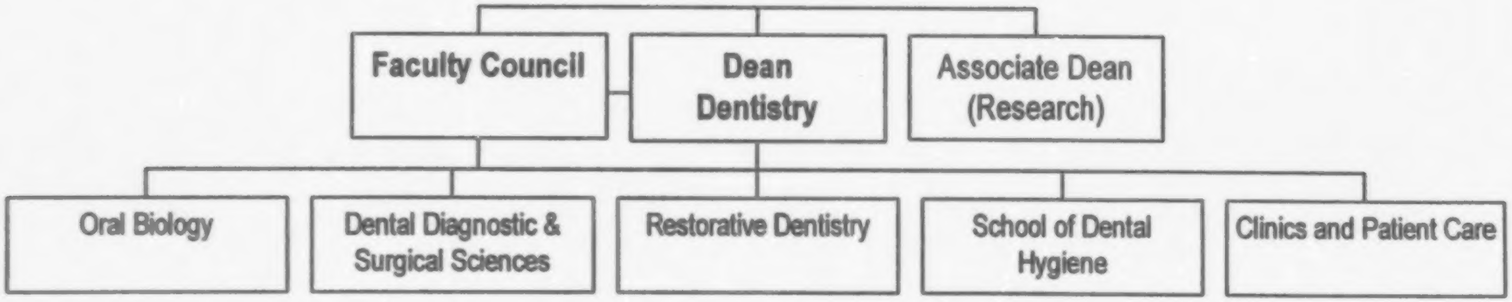
***Note:** For the address of the Access and Privacy Coordinator, see the "Addresses" section of the Handbook.*

FACULTY OF DENTISTRY


Faculty Council
Dean Dentistry
Associate Dean (Research)
Oral Biology
Dental Diagnostic & Surgical Sciences
Restorative Dentistry
School of Dental Hygiene
Clinics and Patient Care

Faculty of Dentistry has three missions: the education of students, the conduct of research and the provision of community service The history of dental education in Manitoba is closely allied with that of the Manitoba Dental Association. As far back as 1896 the Association was asked to investigate the feasibility of establishing a course of lectures in dentistry.

Nothing concrete emerged from recommendations until 1956, when the provincial government requested a report "concerning the establishment of a School of Dentistry in Manitoba." The following year, acting upon recommendations of the report the government allocated funds to establish and maintain a Faculty of Dentistry as a part of the University of Manitoba. The first class was accepted in September 1958. In February of 1962, the Faculty was placed on the list of formally approved dental schools and colleges of Canada and the United States, and in March, 1964, the Faculty was voted full membership in the American Dental Association of Dental Schools. A School of Dental Hygiene was also established that same year.

Since its inception, the Faculty of Dentistry has devoted much time and space to research and with this activity came the development of graduate programs leading to the Master of Science and the Doctor of Philosophy degrees, both of which are awarded in the basic science areas.

The Faculty of Dentistry has one major unit, that of the Dean and four sub-units as follows: Departments of Oral Biology; Dental Diagnostic and Surgical Sciences; Restorative Dentistry; and the School of Dental Hygiene.

DEAN

Office Files

Files regarding budget, general financial activities, committee minutes, correspondence, policies and procedures and other administrative records.

Personnel Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain employment records of personnel in the faculty of dentistry for human resources purposes.
Information: Personal information may include: name; home address; home telephone number; age; gender; marital/family status; SIN; employee number; education history; staff development and training; employment history; resumes; reference letters; performance appraisals; pay and benefits information (medical reports, assessments), news articles.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Student Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To create and maintain student records for the faculty of Dentistry. These records are used for preparation of reference letters for students applying to Graduate programs, etc. must have with written permission of the student.
Information: Personal information may include: name; home address; home telephone number; age; gender; student number; education history; reference letters; personal health information (medical reports and assessments); biographical sketch (1st year); immunization records.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

DEPARTMENT OF ORAL BIOLOGY

Office Files

Personnel Files
Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain employment records of personnel in the faculty of dentistry for human resources purposes.
Information: Personal information may include: name; home address; home telephone number; age; gender; marital/family status; SIN; employee number; education history; reference letters.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

DEPARTMENT OF DENTAL DIAGNOSTIC AND SURGICAL SCIENCES

Office Files

Personnel Files
Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain employment records of personnel in the faculty of dentistry for human resources purposes.
Information: Personal information may include: name; home address; date of birth; gender; marital/family status; SIN; employee number; student number; race/colour; national/ethnic origin; education history; staff development and training; employment history; resumes; reference letters; performance appraisals; physical disability; vacation/leave reports; pay and benefits information; personal health information (medical reports and assessments).
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

DEPARTMENT OF RESTORATIVE DENTISTRY

Office Files

Personnel Files
Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain employment records of personnel in the faculty of dentistry for human resources purposes.
Information: Personal information may include: name; home address; home telephone number; home fax number; home e-mail address; age; gender; marital/family status; SIN; employee number; student number; education history; staff development and training; employment history; resumes; reference letters; performance appraisals; attendance reports; absence reports; vacation/leave reports; pay and benefits information; opinions expressed about individual by another.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

SCHOOL OF DENTAL HYGIENE

Office Files

Personnel Files
Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain employment records of personnel in the faculty of dentistry for human resources purposes.
Information: Personal information may include: name; home address; home telephone number; home fax number; age; gender; marital/family status; SIN; employee number; education history; staff development and training; employment history; resumes; attendance reports; absence reports; vacation/leave reports; pay and benefits information.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Student Files

Authority: *The University of Manitoba Act*.
Purpose for Collection: To create and maintain student records for the school of dental hygiene.
Information: Personal information may include: name; home address; home telephone number; age; gender; marital/family status; SIN; student number; transcripts; education history; personal health information (medical reports and assessments).
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Admissions/Interviewing Documents

Authority: *The University of Manitoba Act*.
Purpose for Collection: To maintain student admissions for the school of dental hygiene
Information: Personal information may include: name; home address; home telephone number; age; gender; martial/family status; SIN; student number; transcripts; education history; resumes; reference letters.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

PATIENT CLINICS

All files fall under PHIA.

FACULTY OF EDUCATION

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    LAN ADMINISTRATION 12-4

STUDENT SERVICES OFFICE 12-4

SCHOOL EXPERIENCES OFFICE 12-4

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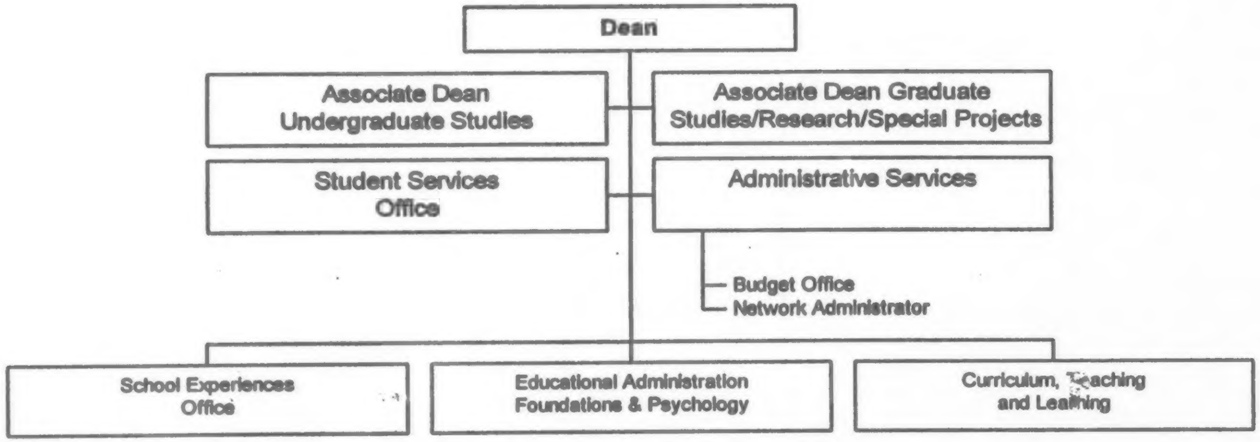
CURRICULUM, TEACHING AND LEARNING DEPARTMENT 12-5

***Note:** For the address of the Access and Privacy Coordinator, see the "Addresses" section of the Handbook.*

FACULTY OF EDUCATION


Dean
Associate Dean Undergraduate Studies
Associate Dean Graduate Studies/Research/Special Projects
Student Services Office
Administrative Services
Budget Office
Network Administrator
School Experiences Office
Educational Administration Foundations & Psychology
Curriculum, Teaching and Learning

While teaching education in the Province of Manitoba dates to 1882, it was in 1935 that the **Faculty of Education** was created to offer programs leading to secondary school teaching certificates and to Masters of. Education degrees. It was not until 1965 that the elementary school certification program and staff of the Manitoba Teachers' College were integrated into the University of Manitoba. Programs in the Faculty of Education in 1965 were one-year programs available to students entering from high school or after receiving their first degrees. In 1982, the Provincial Board of Teacher Education and Certification recommended to the Minister of Education that the basis of teaching certification be the Bachelor of Education degree. The Minister acted upon this recommendation in 1986.

The Faculty of Education consists of the following sub-units: dean's office; associate deans undergraduate studies; associate dean graduate program; administrative services; student services office; and the following departments: school experiences office; educational administration; foundations and psychology; curriculum: mathematics and natural sciences; and curriculum: humanities and social sciences.

OFFICE OF THE DEAN

Office Files

Departmental files regarding budgets, general financial activities, committee minutes, policies and procedures, correspondence, and other administrative records.

Personnel Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain current and accurate information pertaining to the individual's employment by the University of Manitoba.
Information: Personal information may include: name; home address; home telephone number; date of birth; gender; SIN; employee number; student number; education history; staff development and training; employment history; resumes; reference letters; performance appraisals; pay and benefits information.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

OFFICE OF ASSOCIATE DEANS

Office Files

Curriculum Vitae

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain doctoral faculty and in file folders for Doctoral Studies Committee.
Information: Personal information may include: name; home address; home telephone number; home fax number; home e-mail address; education history; staff development and training; employment history; and resumes.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

ADMINISTRATIVE SERVICES

Budget Office

Financial Files

Files include budgets, spreadsheets, grants, etc.

Travel and PD Funds Allocation and Expense

Authority: *The University of Manitoba Act.*
Purpose for Collection: To process and track expenses according to University Policy.
Information: Personal information may include: name; employee number; credit card number; and staff development and training.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Lan Administration

Invoice Files

Contract Files

STUDENT SERVICES OFFICE

Office Files

Personnel Files

Authority: *The University of Manitoba Act*.
Purpose for Collection: To maintain current and accurate information pertaining to the individual's employment by the University of Manitoba.
Information: Personal information may include: name; reference letters; performance appraisals; attendance reports; vacation/leave reports; and personal health information (medical reports and assessments).
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Student Files

Authority: *The University of Manitoba Act*.
Purpose for Collection: To maintain records for admission purposes, to monitor student progress and to assist with advising.
Information: Personal information may include: name; student number; transcripts; resumes; reference letters; requests for exceptions; special notes or permissions; requests for deferred exams; medical certificates; and change of grades.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Graduate Audit Bank

Authority: *The University of Manitoba Act*.
Purpose for Collection: To maintain records for statistical purposes.
Information: Personal information may include: name; student number; areas of specialisation; approved programs; and advisor.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

SCHOOL EXPERIENCES OFFICE

This office helps student placement in various schools for teaching experience.

Office Files

Student Placement Files

Authority: *The University of Manitoba Act*.
Purpose for Collection: To maintain record of students who are assigned in schools for their practice.
Information: Personal information may include: name; home address; home telephone number; student number.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Personnel Information/Contracts

Authority: *The University of Manitoba Act*.
Purpose for Collection: To maintain record of short term contracts for practicum supervision.
Information: Personal information may include: name; home address; home telephone number; date of birth; age; gender; marital/family status; SIN; employee number; education history; employment history; resumes; reference letters; pay and benefits information.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Student Evaluation Files

Authority: *The University of Manitoba Act*.
Purpose for Collection: To determine pass/fail status regarding student teaching courses.
Information: Personal information may include: name; student number; performance appraisals; and opinions expressed about individual by another.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

EDUCATIONAL ADMINISTRATION, FOUNDATIONS AND PSYCHOLOGY DEPARTMENT

The Department of Educational Administration, Foundations and Psychology was formed on July 1st, 1997 by the merging of the Departments of Educational Psychology and Educational Administration and Foundations into a single unit.

The Department consists of some 14 full-time faculty members and 12 adjunct professors who work together across a range of areas of specialization including: adult education, counselling; educational administration, educational foundations; inclusive special education; instructional design and evaluation; and school psychology.

Office Files

Student Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain and create all student records in the Department of Educational Administration, Foundations and Psychology.
Information: Personal information may include: name; home address; home telephone number; home fax number; home e-mail address; date of birth; age; gender; marital/family status; SIN; student number; and educational history.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Personnel Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain current and accurate information pertaining to the individual's employment by the University of Manitoba.
Information: Personal information may include: name; home address; home telephone number; home fax number; home e-mail address; date of birth; age; gender; marital/family status; SIN; employee number; resumes; and reference letters.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Sessional Contracts

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain records of all sessional contracts in the Department of Educational Administration, Foundations and Psychology.
Information: Personal information may include: name; home address; home telephone number; home fax number; home e-mail address; date of birth; age; gender; marital/family status; SIN; employee number; resumes; and reference letters.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

CURRICULUM, TEACHING AND LEARNING DEPARTMENT

As of July 1st, 1999 with the planned merging of the two Curriculum Departments - Curriculum: Humanities and Social Sciences and Curriculum: Mathematics and Natural Sciences - to a Department of Curriculum, Teaching and Learning there will be two departments in the Faculty.

Office Files

Student Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To create and maintain all student records in the Department of Curriculum, Teaching & Learning.
Information: Personal information may include: name; home address; home telephone number; business telephone number; date of birth; age; gender; and student number.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Personnel Files

Authority: *The University of Manitoba Act.*

Purpose for Collection: To maintain current and accurate information pertaining to the individual's employment by the University of Manitoba.
Information: Personal information may include: name; home address; home telephone number; home fax number; date of birth; age; gender; marital/family status; SIN; employee number; student number; employment history; and resumes.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Dept. Members Personal Information

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain records on Department members for office use only.
Information: Personal information may include: name; home address; home telephone number; date of birth; age; gender; marital/family status; SIN; employee number; education history; employment history; and resumes.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

FACULTY OF ENGINEERING

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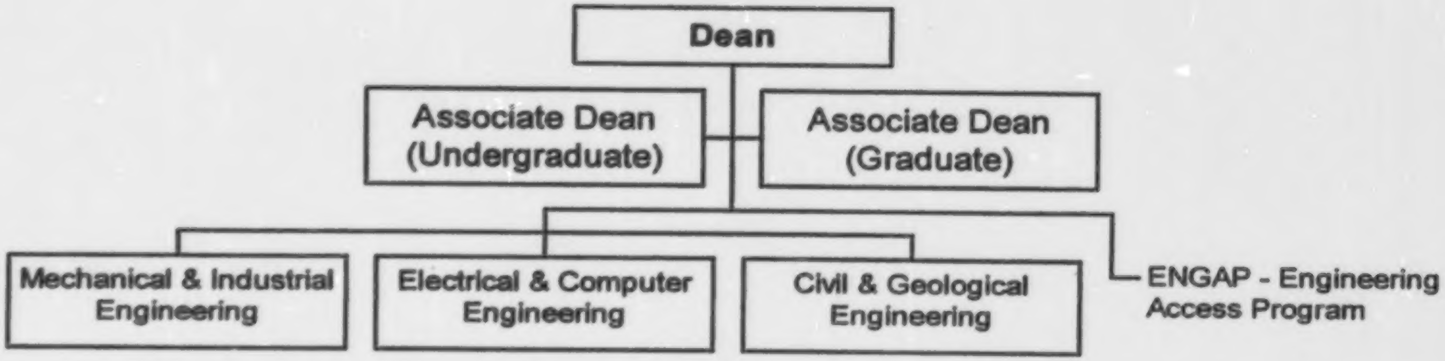
ASSOCIATE DEAN – GRADUATES AND RESEARCH 13-4
ENGAP-ENGINEERING ACCESS PROGRAM 13-5
BIOSYSTEMS ENGINEERING 13-5
ELECTRICAL AND COMPUTER ENGINEERING 13-5
MECHANICAL AND INDUSTRIAL 13-6
CIVIL AND GEOLOGICAL ENGINEERING 13-6

***Note:** For the address of the Access and Privacy Coordinator, see the "Addresses" section of the Handbook.*

FACULTY OF ENGINEERING


Dean
Associate Dean (Undergraduate)
Associate Dean (Graduate)
Mechanical & Industrial Engineering
Electrical & Computer Engineering
Civil & Geological Engineering
ENGAP - Engineering Access Program

The **Faculty of Engineering** offers programs leading to the Bachelor of Science degree in Engineering in Civil, Computer, Electrical, Industrial and Mechanical Engineering. It also administers Masters and Doctoral programs in Engineering.

The objective of the Faculty of Engineering is to prepare students for positions of leadership in a world where engineering, science and management are of major importance.

OFFICE OF THE DEAN

The primary responsibility of the Dean is to oversee all aspects of the academic administration of the Faculty. Records includes those of the Associate Deans (Undergraduate and Graduate).

General Office Files

Departmental files regarding budgets, general financial activities, committee minutes, policies and procedures, correspondence, and other administrative records.

Research Study/Leave Records

Files pertaining to research activities. Filed in binders.

Personnel Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain current and accurate information pertaining to the individual's employment by the University of Manitoba.
Information: Personal information may include: name; home address; date of birth; age; gender; marital/family status; SIN; employee number; transcripts; education history; staff development and training; employment history; resumes; reference letters.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Appointment Forms

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of Faculty academic appointments.
Information: Personal information may include: name; home address; date of birth; gender; marital/family status; SIN; employee number; education history. Files are arranged in binders.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Annual Activity Reports

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of course evaluations and activities of academic staff.
Information: Personal information may include: name; performance appraisals.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Professor/Course Evaluations

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of course evaluations of academic staff.
Information: Personal information may include: name; performance appraisals.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Student Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of students, both graduate and undergraduate within the Faculty.
Information: Personal information may include: name; home address; home telephone number; home fax number; home e-mail address; date of birth; age; gender; student number; education history; reference letters; academic transcripts; religion/creed/association or activity; political belief/association or activity; individual's own personal opinions; opinions expressed about individual's by another.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Accreditation Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To compile statistics for the purposes of accreditation.
Information: Personal information may include: name; date of birth; gender.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Tenure and Promotion Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of applicants seeking promotion or tenure. Originals arranged in binders.
Information: Personal information may include: name; home address; home telephone number; home fax number; home e-mail address; SIN; employee number; staff development and training; employment history; CVs; reference letters; performance appraisals; absence reports; vacation/leave reports; pay and benefits information; individual's own personal opinions; opinions expressed about individual by another.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Search Committee Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of candidates for Faculty employment.
Information: Personal information may include: name, home address; home telephone number; home fax Number; home e-mail address; date of birth; age; gender; SIN; transcripts; race/colour; national/ethnic origin; religion/creed/association or activity; educational history; employment history; CVs; reference letters; performance appraisals; vacation/leave reports; political beliefs; individual's own personal opinions; opinions expressed about individual by another.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

ASSOCIATE DEAN - UNDERGRADUATES

The Associate Dean is primarily responsible for the administration of undergraduate students and programs.

General Office Records

Files pertaining to correspondence, committee minutes and other administrative activities.

Student Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of undergraduate students and programs.
Information: Personal information may include: name; home address; home telephone number; home fax number; home e-mail address; date of birth; age; gender; student number; education history; reference letters; academic transcripts; religion/creed/association or activity; political belief/association or activity; individual's own personal opinions; opinions expressed about individual by another.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

ASSOCIATE DEAN – GRADUATES AND RESEARCH

Student Records

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of graduate students and research programs.
Information: Personal information may include: name; home address; home telephone number; home fax number; home e-mail address; date of birth; age; gender; student number; education history; reference letters; academic transcripts; religion/creed/association or activity; political belief/association or activity; individual's own personal opinions; opinions expressed about individual by another.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

ENGAP-ENGINEERING ACCESS PROGRAM

The primary mandate of ENGAP is to facilitate access for students of aboriginal ancestry to complete a Bachelor of Engineering.

Student Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of undergraduate students and programs.
Information: Personal information may include: name; home address; home telephone number; home fax number; home e-mail address; date of birth; age; gender; marital/family status; SIN; student number; transcripts; education history.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Search Committee Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of candidates for employment in the Engineering Access Program.
Information: Personal information may include: name; home address; home telephone number; home fax number; home e-mail address; date of birth; gender; marital/family status; SIN; education history; employment history; resumes; reference letters.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Personnel Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain current and accurate information pertaining to the individual's employment by the University of Manitoba.
Information: Personal information may include: name; home address; home telephone number; date of birth; age; gender; marital/family status; SIN; employee number; transcripts; education history; staff development and training; employment history; resumes; reference letters; performance appraisals.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

BIOSYSTEMS ENGINEERING

Please refer to the Faculty of Agriculture under Biosystems Engineering.

ELECTRICAL AND COMPUTER ENGINEERING

The Department has come a long way since the start of the B.Sc. degree program in Electrical Engineering in 1907. It was formally structured as the Department of Electrical Engineering in 1921. Now it is included among the best in Canada for both the quality of electrical and computer engineering education, and for its research contributions. At present, the Department is the largest of four departments in the Faculty of Engineering.

Historically, major changes in undergraduate studies activities occurred in 1951 when Engineering Physics was added to the B.Sc. (EE) program but later in 1967 was discontinued. In 1982, a new degree program in Computer Engineering (TE) was added. A post-graduate degree program existed on the books virtually from the very beginning, but while M.Sc. degrees were awarded in 1916 and 1934, the full-time M.Sc. Program started in 1953. The Department experienced major expansion during 1955 to 1965. With the hiring of a number of faculty members with doctoral qualifications, a thrust in research was added to its teaching activities. Approval to run a Ph.D. program was granted in 1967.

In summary, the Department offers two B.Sc. degree programs, Electrical Engineering and Computer Engineering, and also offers M.Eng., M.Sc., and Ph.D. programs.

General Office Files

Files pertaining to correspondence, committee minutes and other administrative activities.

Personnel Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain current and accurate information pertaining to the individual's employment by the University of Manitoba.
Information: Personal information may include: name; home address; date of birth; gender; marital/family status; SIN; employee number; education history; staff development and training; employment history; resumes; reference letters; performance appraisals; pay and benefits information.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Student Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of all students in the Department of Electrical and Computer Engineering.
Information: Personal information may include: name; home address; home telephone number; date of birth; gender; employee number; transcripts; citizenship; education history; reference letters; performance appraisals; pay and benefits information.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Grant Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of Departmental grant applications and awardees.
Information: Personal information may include: name; education history; staff development and training; employment history; resumes.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

MECHANICAL AND INDUSTRIAL

The Mechanical Engineering Department offers undergraduate (B.Sc.) and graduate (M.Sc., M.Eng. and Ph.D.) degree programs in traditional mechanical engineering in the following five areas: Engineering Mechanics and Design; Energy and Heat Transfer; Material Sciences; Fluid Mechanics and Aerospace.

General Office Files

Files pertaining to correspondence, committee minutes and other administrative activities.

Personnel Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain current and accurate information pertaining to the individual's employment by the University of Manitoba.
Information: Personal information may include: name; home address; date of birth; gender; marital/family status; SIN; employee number; education history; staff development and training; employment history; resumes; reference letters; performance appraisals; pay and benefits information.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Student Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of all students in the Department.
Information: Personal information may include: name; home address; home telephone number; date of birth; gender; marital/family status; SIN; employee number; student number; transcripts; citizenship; education history.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

CIVIL AND GEOLOGICAL ENGINEERING

The Department of Civil and Geological offers two degree programs, one in Civil Engineering and one in Geological Engineering. The program in Civil Engineering is offered in both the traditional four-year stream and cooperative education options. The Department also offers an Environmental Engineering Option within the Civil Engineering Degree program. The Environmental Engineering Option is also offered in both the traditional four-year and cooperative education streams.

Personnel Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of all Department academic and support staff.
Information: Personal information may include: name; home address; home phone number; date of birth; gender; marital/family status; SIN; employee number; student number; transcripts; education history; staff development and training; employment history; resumes; reference letters; performance appraisals; physical disability; attendance reports; absence reports; vacation/leave reports; pay and benefits information; financial history.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Student Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of all students in the Department.
Information: Personal information may include: name; home address; home e-mail address; date of birth; gender; marital/family status; SIN; student number; transcripts; education history; reference letters; performance appraisals; attendance reports.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

President #1 Forms

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of academic staff appointments.
Information: Personal information may include: name; home address; date of birth; gender; marital/family status; SIN; student number; employment history; performance appraisals.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Research/Study Leave Reports

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a current and accurate record of applicants for research or study leave.
Information: Personal information may include: name and leave information.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Grant and Contract Applications

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a current and accurate record of applicants for their evaluation by the granting agencies.
Information: Personal information may include: name; SIN; employee number; student number; transcripts; education history; resumes.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Search Committee Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: Personal information may include: name; home address; home telephone number; home fax number; home e-mail address; transcripts; resumes; reference letters; performance appraisals.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Professors/Course Evaluation Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a current and accurate record of professors and course appraisals.
Information: Personal information may include: name and performance appraisals.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Annual Activity Reports

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a current and accurate record of academic activities.
Information: Personal information may include: name; performance appraisals.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

NSERC Application Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a current and accurate record of applicants for evaluation by the granting agency.
Information: Personal information may include: name; reference letters.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Financial Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain current and accurate records of financial transactions within the department.
Information: Personal information may include: name; SIN; employee number; credit card number.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

FACULTY OF GRADUATE STUDIES

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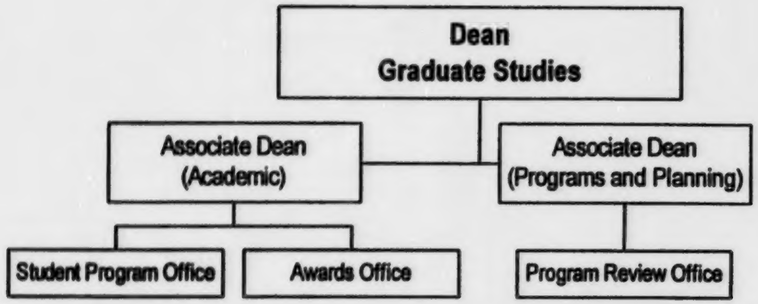
***Note:** For the address of the Access and Privacy Coordinator, see the "Addresses" section of the Handbook.*

FACULTY OF GRADUATE STUDIES


Dean
Graduate Studies
Associate Dean
(Academic)
Associate Dean
(Programs and Planning)
Student Program Office
Awards Office
Program Review Office

The **Faculty of Graduate Studies** at the University of Manitoba offers 120 graduate programs leading to Diplomas, Masters and Ph.D. degrees. Our graduate programs have a long and distinguished tradition in teaching and cutting-edge research.

The 120 programs are delivered in 20 Faculties. These Faculties provide, for over 2,800 Canadian and international students, a rich and varied choice of graduate programs, including the Interdisciplinary Program (IDP) administered by the Faculty of Graduate Studies. IDP students are provided with an opportunity to tailor their own program under the guidance of an advisory committee.

One of the functions of the Faculty is to maintain uniform standards across the university, with respect to admissions, programs, thesis examinations and the awarding of graduate fellowships and research assistantships. In addition, the Faculty of Graduate Studies is about to embark on fundraising activities with the primary goal of seeking additional funds for graduate student support.

Our responsibilities within the Faculty include outreach activities with the various communities of the province of Manitoba and the City of Winnipeg. Many of our graduate programs have direct links with the community at large, including the private sector, the local, provincial, and federal governments.

The governing body of our Faculty is the Faculty of Graduate Studies Council, whose membership is composed of professors and graduate students representing various constituencies across the entire university.

DEAN'S OFFICE

Office Files

Files regarding budget, general financial activities, committee minutes, correspondence, policies and procedures and other administrative records.

Personnel Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain employment records of personnel in the faculty of graduate studies for human resources purposes.
Information: Personal information may include: name; home address; home telephone number; home fax number; home e-mail address; date of birth; age; gender; marital family/status; SIN; employee number; student number; transcripts; credit card number; race/colour; national/ethnic origin; religion creed; education history; staff development and training; employment history; resumes; reference letters; performance appraisals; physical disability; attendance reports; absence reports; vacation/leave reports; pay and benefits information; financial history; political beliefs; personal health information; individual's own personal opinions; opinions expressed about individual by another.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Student Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain an accurate and current record of students registered with the faculty.
Information: Personal information may include: name; home address; home telephone number; home fax number; home e-mail address; date of birth; age; gender; marital family/status; SIN; employee number; student number; transcripts; credit card number; race/colour; national/ethnic origin; religion creed; education history; staff development and training; employment history; resumes; reference letters; performance appraisals; physical disability; attendance

reports; absence reports; vacation/leave reports; pay and benefits information; financial history; political beliefs; personal health information; individual's own personal opinions; opinions expressed about individual by another.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

ASSOCIATE DEAN - ACADEMIC

Office Files
Files regarding budget, general financial activities, committee minutes, correspondence, policies and procedures and other administrative records.

STUDENT PROGRAM OFFICE

The function of the Student Programs office is to collect and disseminate information pertaining to admission, registration, and graduation of all students admitted to the faculty in accordance with the policies of the University.

Student Files (registered for current year)
Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain an accurate record of all students registered or on approved leave for the current year.
Information: Personal information may include: name; home address; home telephone number; date of birth; marital/family status; gender; student number; education history; resumes; reference letters; case notes; SIN; financial information; VISA/passport and English language scores.
Other Uses and Disclosures:
Retention and Disposition:

Student Files (non-registered for current year)
Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain an accurate record of all students who have not registered for the current year but who have not graduated or were required to withdraw.
Information: Personal information may include: name; home address; home telephone number; date of birth; marital/family status; gender; student number; education history; resumes; reference letters; case notes; SIN; financial information; VISA/passport and English language scores.
Other Uses and Disclosures:
Retention and Disposition: To be determined.

Student Files (not registered for over one year)
Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain an accurate record of all students who have not registered for more than one year but who did not graduate or were required to withdraw.
Information: Personal information may include: name; home address; home telephone number; date of birth; marital/family status; gender; student number; education history; resumes; reference letters; case notes; SIN; financial information; VISA/passport and English language scores.
Other Uses and Disclosures:
Retention and Disposition: Purged after 4 years of inactivity.

Student Files (newly admitted)
Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain an accurate record of students who have been admitted but have not registered.
Information: Personal information may include: name; home address; home telephone number; date of birth; marital/family status; gender; student number; education history; resumes; reference letters; case notes; SIN; financial information; VISA/passport and English language scores.
Other Uses and Disclosures:
Retention and Disposition: Purged after 2 years of inactivity.

Student Files (have graduated)

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain an accurate record of students who have graduated.
Information: Personal information may include: name; home address; home telephone number; date of birth; marital/family status; gender; student number; education history; resumes; reference letters; case notes; SIN; financial information; VISA/passport and English language scores.
Other Uses and Disclosures:
Retention and Disposition: Purged after 4 years of inactivity.

Student Files (required to withdraw)

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain an accurate record of students who were required to withdraw from the faculty due to : academic deficiency; time lapse; academic dishonesty.
Information: Personal information may include: name; home address; home telephone number; date of birth; marital/family status; gender; student number; education history; resumes; reference letters; case notes; SIN; financial information; VISA/passport and English language scores.
Other Uses and Disclosures:
Retention and Disposition: Purged after 2 years of inactivity.

Student Files (applications rejected)

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain an accurate record of students who have had their applications rejected.
Information: Personal information may include: name; home address; home telephone number; date of birth; marital/family status; gender; student number; education history; resumes; reference letters; case notes; SIN; financial information; VISA/passport and English language scores.
Other Uses and Disclosures:
Retention and Disposition: Purged after 2 years of inactivity.

Student Files (incomplete applications)

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain an accurate record of students who did not provide all the required documentation or fee for application.
Information: Personal information may include: name; home address; home telephone number; date of birth; marital/family status; gender; student number; education history; resumes; reference letters; case notes; SIN; financial information; VISA/passport and English language scores.
Other Uses and Disclosures:
Retention and Disposition: Purged after 1 year of inactivity.

AWARDS OFFICE

The Awards office is responsible for conducting a number of scholarship competitions – both nationally and institutionally. It is also responsible for disbursing these scholarships to successful students through payroll forms. In addition, the office administers a graduate emergency loan fund.

Application Forms

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain an accurate and current record of successful awards applicants.
Information: Personal information may include: name; home address; SIN; letters of reference; educational history.
Other Uses and Disclosures: To be determined.
Retention and Disposition: To be determined.

Emergency Loan Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain an accurate and current record of approved loan applicants.

Information: Personal information may include: name; home address; home telephone number; home fax number; home e-mail address; date of birth; age; gender; marital family/status; SIN; employee number; student number; transcripts; credit card number; race/colour; national/ethnic origin; religion creed; education history; staff development and training; employment history; resumes; reference letters; performance appraisals; physical disability; attendance reports; absence reports; vacation/leave reports; pay and benefits information; financial history; political beliefs; personal health information; individual's own personal opinions; opinions expressed about individual by another.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Budget Spreadsheets

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain an accurate and current record of budgetary information.
Information: Personal information may include: name; home address; home telephone number; home fax number; home e-mail address; date of birth; age; gender; marital family/status; SIN; employee number; student number; transcripts; credit card number; race/colour; national/ethnic origin; religion creed; education history; staff development and training; employment history; resumes; reference letters; performance appraisals; physical disability; attendance reports; absence reports; vacation/leave reports; pay and benefits information; financial history; political beliefs; personal health information; individual's own personal opinions; opinions expressed about individual by another.
Other Uses and Disclosures: To be determined.
Retention and Disposition: To be determined.

ASSOCIATE DEAN – PROGRAMS AND PLANNING

The Associate Dean, Programs and Planning, is responsible for all activities pertaining to Programs and Planning of the Faculty of Graduate Studies: promotion of graduate programs, including the Web Site, the Calendar, Promotional Kits, the Newsletter, the Recruitment; the administration of the Individual Interdisciplinary Programs and program assessments.

PROGRAM REVIEW OFFICE

Correspondence

General Program Files

Files related to programs offered through the Faculty of Graduate Studies.

FACULTY OF HUMAN ECOLOGY

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***Note:** For the address of the Access and Privacy Coordinator, see the "Addresses" section of the Handbook.*

FACULTY OF HUMAN ECOLOGY

- **Dean**
  Human Ecology
  - Family Studies
  - Clothing and Textiles
  - Foods and Nutrition
  - Comprehensive Program

The **Faculty of Human Ecology** has been an active teaching and research unit since 1910. The Faculty is structured with three departments. Clothing and Textiles, Family Studies and Foods and Nutrition, and a Comprehensive Program. The latter provides the foundation for an integrated two degree program with the Faculty of Education to prepare home economics teachers. The Faculty sustains a number of services and centres, such as the Clothing and Textiles Museum, Child Development Laboratories, Textile Testing Service, Nutriprofile (nutritional analysis), and Weston's Sensory Analysis Laboratory. The Faculty consists of an academic staff of 29, including the Dean, and 10 support staff members.

DEAN'S OFFICE

Dean's Office also includes the two administrative assistants: Student Advisor and Budgets and Computers.

Office Files

Departmental files regarding budgets, general financial activities, committee minutes, policies and procedures, correspondence, and other administrative records.

Personnel Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain employment records of personnel in the faculty of Human Ecology for all Human Resources activities.
Information: Personal information may include: name; home address; home telephone number; date of birth; age; gender; SIN; employee number; student number; transcripts; education history; staff and development training; employment history; resumes; reference letters; performance appraisals; vacation/ leave reports; pay and benefits information and tenure and promotion information Originals stored in Human Resource Centre.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Budgets/Computers

Student Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of every student who applies for registration in the faculty of Human Ecology.
Information: Personal information may include: name; home address; home telephone number; home e-mail address; date of birth, age; gender; student number; transcripts; religion/creed (if identified in cases of exam deferrals for example); education history; physical disability; personal health information awards information; appeals to student standing and confidentiality waiver.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Clothing and Textiles

A major in Clothing and Textiles provides an excellent basis for understanding and appreciating a broad range of subject material--from the origins of fibres in agricultural or chemical enterprises to their use in the creation of aesthetic and functional apparel and textile products. The program includes an examination of the design, production and merchandising of textiles and apparel, social and cultural influences on consumer choices of these products, and the properties and uses of textile products.

Family Studies

A major in Family Studies provides an excellent basis for understanding the development of individuals and the functioning of family units throughout the life span. An ecological framework is used to evaluate interactions within the family unit and with social and physical environments. The influence of life cycle and resources on these interactions is an important aspect of family studies.

Foods and Nutrition

Foods and Nutrition students receive broad exposure to the various areas of foods and nutrition. Graduates acquire the competencies to meet the challenges and needs of a health conscious society with career opportunities in health care organizations, government agencies and the food industry.

Comprehensive Program

The Comprehensive Program recognizes that the concerns of individuals in their environment and relationships are multi-dimensional and is intended as a professional base for those who envision careers that have a multi-faceted focus. It incorporates courses from the three departments of the Faculty along with related courses in natural and social sciences focus. Students have flexibility in choosing courses from all three areas of the Faculty. This creates a well-rounded career basis for the Home Economics profession. Students design a program of study with their special interests in mind while integrating knowledge from the three areas and developing a broad understanding about individual lifestyles within the community. The program also allows students to complete the Home Economics teaching qualifications in the shortest possible time. Students who intend to become teachers may transfer to the Human Ecology/Education Integrated Program after completing the first year in the Comprehensive Program.

FACULTY OF LAW

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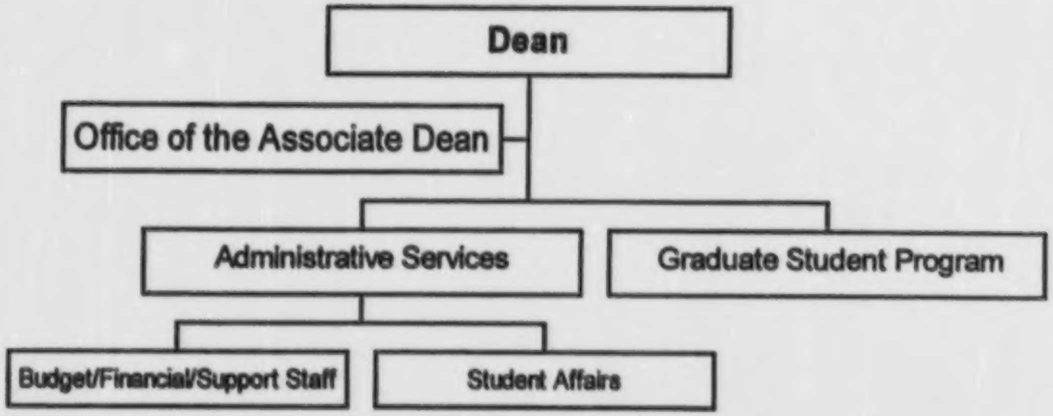
***Note:** For the address of the Access and Privacy Coordinator, see the "Addresses" section of the Handbook.*

FACULTY OF LAW


Dean
Office of the Associate Dean
Administrative Services
Graduate Student Program
Budget/Financial/Support Staff
Student Affairs

The University of Manitoba first became involved in legal education in 1885 when it established a three-year course of studies leading to the LL.B. degree. This course did not include instruction; it simply prescribed a reading program, with three annual examinations, which articled law students could follow concurrently with the course prescribed by the Law Society.

For the next quarter century roughly, the pattern of legal education in Manitoba changed very little. Small alterations were made from time to time, but the basic method of education continued to be apprenticeship supplemented by private study. In 1913, H. A. Robson, then Manitoba's Public Utilities Commissioner and a former judge of the Court of King's Bench, organized a considerably improved course of lectures and began to lay the plans for the establishment in the following year of a permanent law school modeled after the Osgoode Hall Law School of the Law Society of Upper Canada.

This arrangement between The University of Manitoba and the Law Society of Manitoba continued until 1966 when the Law School became the **Faculty of Law** of The University of Manitoba. The Faculty of Law presently offers programs of study leading to two degrees, the LL.B. and the LL.M. The latter degree program was brought into existence in 1949 by the Manitoba Law School; it was substantially revamped by the Faculty of Law in 1968.

OFFICE OF THE DEAN

Office Files

Files regarding budget, general financial activities, committee minutes, correspondence, policies and procedures and other administrative records.

Personnel Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of employment of all academic personnel in the Faculty of Law.
Information: Personal information may include: name; home address; home telephone number; home fax number; home e-mail address; date of birth; gender; marital/family status; SIN; employee number; student number; transcripts; education history; staff development and training; employment history; resumes; reference letters; performance appraisals and pay information.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Personnel Files (Sessional instructors)

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of employment of all sessional instructors in the Faculty of Law.
Information: Personal information may include: name; home address; home telephone number; home fax number; home e-mail address; date of birth; gender; marital/family status; SIN; employee number; student number; transcripts; education history; staff development and training; employment history; resumes; reference letters; performance appraisals and pay information.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Tenure and Promotion Committee (Application for Appointment)

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of tenure appointments and promotion.
Information: Personal information may include: name; home address; home telephone number; home fax number; home e-mail address; date of birth; age; gender; education history; staff development and training; employment history; resumes; reference letters and performance appraisals.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Tenure and Promotion Committee (Application for Tenure/Promotion)

Authority: *The University of Manitoba Act.*

Purpose for Collection: To maintain a record of tenure appointments and promotion.
Information: Personal information may include: name; home address; home telephone number; home fax number; home e-mail address; date of birth; age; gender; education history; staff development and training; employment history; resumes; reference letters and performance appraisals.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

OFFICE OF THE ASSOCIATE-DEAN

Office Files
Files regarding budget, general financial activities, committee minutes, correspondence, policies and procedures and other administrative records.

ADMINISTRATIVE SERVICES

Budget/Financial/Support Staff

Financial Files
Includes Payroll, Travel and Professional Development Expense Claims, Appointment forms, Budget Records, Telephone Bills, Materials Distribution Centre Reports and Legal Research Institute Financial Reports.

Personnel Files
Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of employment of all support staff in the Faculty of Law.
Information: Personal information may include: name; home address; home telephone number; home fax number; home e-mail address; date of birth; age; gender; marital/family status; etc.
Other Uses and Disclosures: To be determined.
Retention and Disposition: To be determined.

Student Affairs

Office Files
Files regarding budget, general financial activities, committee minutes, correspondence, policies and procedures and other administrative records.

Course Files
Exams, grade reports and class lists.

Student Files (current)
Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a current and accurate record of a student's progress within the Faculty of Law.
Information: Personal information may include: name; home address; home telephone number; date of birth; age; gender; marital/family status; SIN; student number; transcripts and education history.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Student Files (graduands)
Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of all students who have graduated from the Faculty of Law.
Information: Personal information may include: name; home address; home telephone number; date of birth; age; gender; marital/family status; SIN; student number; transcripts and education history.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Student Files (voluntary withdrawals)
Authority: *The University of Manitoba Act.*

Purpose for Collection: To maintain a record of all students who have withdrawn from the Faculty of Law.
Information: Personal information may include: name; home address; home telephone number; date of birth; age; gender; marital/family status; SIN; student number; transcripts and education history.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

LL.M (MASTER OF LAWS) GRADUATE STUDENT PROGRAM

Office Files

Files regarding budget, general financial activities, committee minutes, correspondence, policies and procedures and other administrative records.

Student Files (current)

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain current and accurate information pertaining to the student's progress within Graduate Student Program in the Faculty of Law.
Information: Personal information may include: name; home address; home telephone number; date of birth; age; gender; marital/family status; SIN; student number; transcripts and education history.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Student Records (graduands)

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of all students who have graduated from the Graduate Student Program in the Faculty of Law.
Information: Personal information may include: name; home address; home telephone number; date of birth; age; gender; marital/family status; SIN; student number; transcripts and education history.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Student Records (withdrawals and dismissals)

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of all students who have withdrawn or been dismissed from the Graduate Student Program in the Faculty of Law.
Information: Personal information may include: name; home address; home telephone number; date of birth; age; gender; marital/family status; SIN; student number; transcripts and education history.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Student Records (Applicant files)

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of all students who have been refused as applicants or have been acceptant but considered "no shows".
Information: Personal information may include: name; home address; home telephone number; date of birth; age; gender; marital/family status; SIN; student number; transcripts and education history.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

UNIVERSITY OF MANITOBA LIBRARIES

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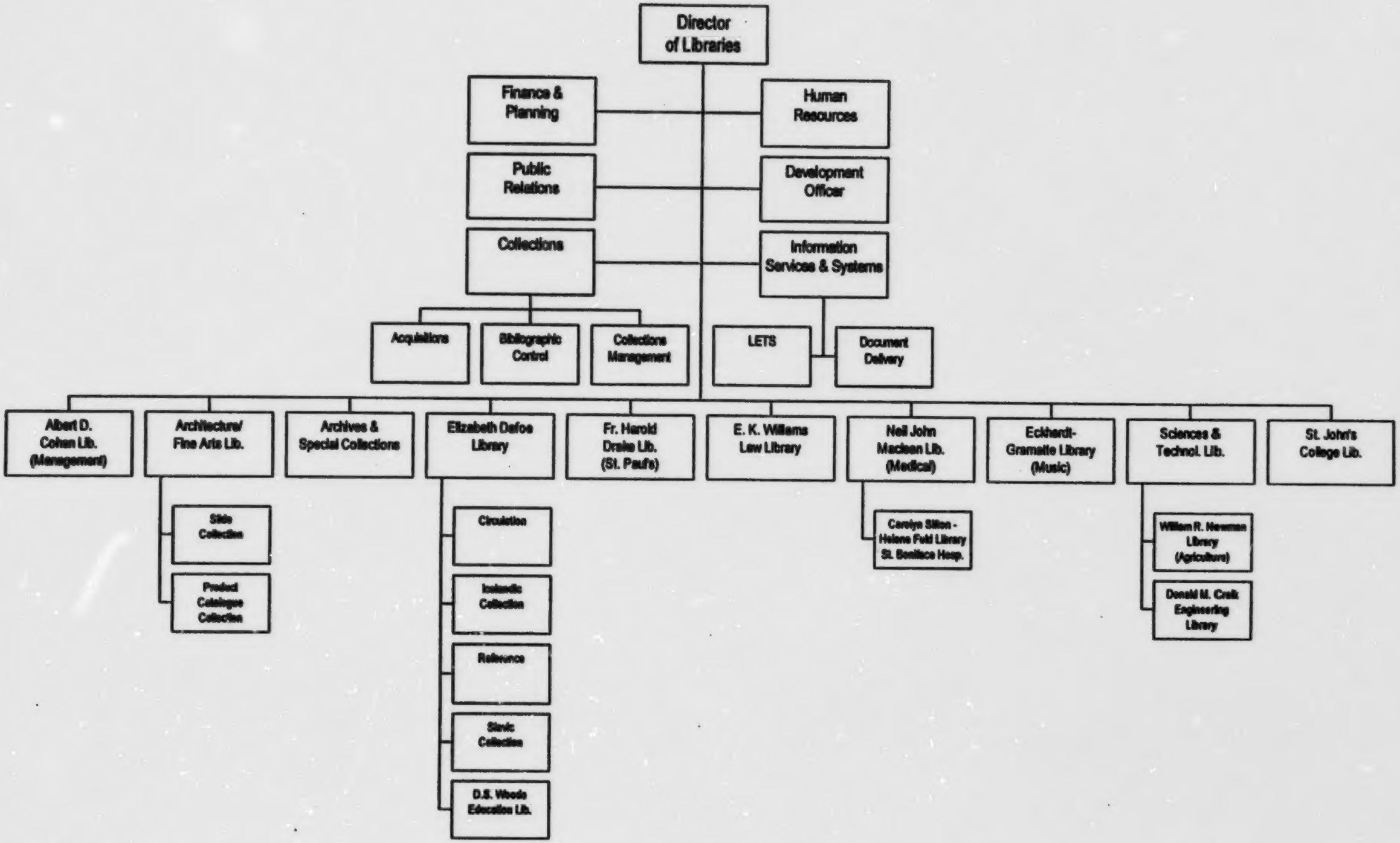
***Note:** For the address of the Access and Privacy Coordinator, see the "Addresses" section of the Handbook.*

UNIVERSITY OF MANITOBA LIBRARIES


Director of Libraries
Finance & Planning
Human Resources
Public Relations
Development Officer
Collections
Information Services & Systems
Acquisitions
Bibliographic Control
Collections Management
LETS
Document Delivery
Albert D. Cohen Lib. (Management)
Architecture/ Fine Arts Lib.
Slide Collection
Product Catalogue Collection
Archives & Special Collections
Elizabeth Dafoe Library
Circulation
Icelandic Collection
Reference
Slavic Collection
D.S. Woods Education Lib.
Fr. Harold Drake Lib. (St. Paul's)
E. K. Williams Law Library
Neil John Maclean Lib. (Medical)
Carolyn Sifton - Helene Fuld Library St. Boniface Hosp.
Eckhardt-Gramatte Library (Music)
Sciences & Technol. Lib.
William R. Newman Library (Agriculture)
Donald W. Craik Engineering Library
St. John's College Lib.

The basis for the first library was laid in 1898 when A. K. Isbister willed 4958 books to the University, then located in downtown Winnipeg. In 1909 an Arts Library was established in the Science Building on Broadway Avenue. In 1915 most of the collection was moved to new library quarters in the Law Courts Building on Kennedy Street.

In 1932 this library was transferred to the Arts Building on the new Fort Garry Campus.

The present building housing the Elizabeth Dafoe Library was opened in 1953 and became the central home of the university's library holdings. These holdings gradually were dispersed across the campus with the establishment of new faculty libraries outside of the central library. St. John's and St. Paul's Colleges with their respective libraries moved to the Fort Garry campus in the 1950's.

In 1967 the University administration brought all the libraries throughout the University together under a centralized administration. In 1996 the University's Board of Governors, upon the recommendation of the Senate, approved a Consolidation Plan that would reduce the number of libraries from twelve to seven and replace a number of faculty libraries with satellite "information centres".

The **University of Manitoba Libraries** currently includes eleven libraries on the Fort Garry campus and one on the Bannatyne campus. Its mission is to provide access to knowledge in support of the University's teaching, research and community service programs.

DIRECTOR'S OFFICE

General Office Files
Annual reports; consolidation files; central subject files; professional association files; committee files and minutes.

FINANCE AND PLANNING

Financial Files
Financial, budget and payroll records. Retained for five years.

Casual Staff Payroll
Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a financial record of department's casual staff.
Information: Electronic spreadsheets. Personal information may include: name; SIN; employee number and attendance reports.
Other Uses and Disclosures: None.
Retention and Disposition: To be retained for five years.

HUMAN RESOURCES

Office Files
Contract administration files; correspondence files; committee files; job descriptions.

Personnel Files
Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of all University of Manitoba Libraries personnel.
Information:. Personal information may include: name; home address; telephone and fax number; home e-mail address; date of birth; age; gender; marital/family status; SIN; employee number; student number; education history; staff development and training; employment history; resumes; reference letters; performance appraisals; attendance reports; absence reports; vacation/leave reports; pay benefits information; personal health information and opinions expressed about an individual by supervisors.
Other Uses and Disclosures: None.
Retention and Disposition: To be retained indefinitely.

Staff Telephone/Address List

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of staff home numbers for use in emergency situations.
Information: Personal information may include: name; home address and home telephone number.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Snow List

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of staff home numbers for use in emergency situations.
Information: Personal information may include: name; home address and home telephone number.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

PUBLIC RELATIONS

Office Files

Newsletter records; publication records; advertising records; special events records; committee files; Friends of the Library records.

Donor Mailing Lists

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of donor addresses for the purpose of mailing out newsletters and promotional material.
Information: Personal information may include: name and home address.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Friends of the Library Mailing Lists

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of Friends of the Library addresses for the purpose of mailing out newsletters and promotional material.
Information: Personal information may include: name and home address.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Staff Mailing Lists

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of staff addresses for the purpose of mailing out newsletters and promotional material.
Information: Personal information may include: name and work address.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

LIBRARIES DEVELOPMENT OFFICER

Office Files

Departmental and informational files; newsletters; sample pamphlets and brochures.

Endowment Fund Agreements/Terms

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of libraries' endowment fund agreements.
Information: Personal information may include: name; home address; amount of fund established.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Library Donor Database

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of libraries' donors who have received thank-you letters from the Director of Libraries and/or UML unit heads and bibliographers.
Information: Electronic database. Personal information may include: name; home address; donation information; monetary or gift-in-kind.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

COLLECTIONS

Acquisitions

Acquisitions acquires for the Libraries materials requested by faculty, librarians and students of the University.

Office Files
Order and receiving records; financial records; committee minutes; statistics.

Personnel Files (Books)
Authority: *The University of Manitoba Act.*
Purpose for Collection: To facilitate the management of human resources within the Acquisitions department.
Information: Personal information may include: name; home telephone number; staff and development training; employment history; reference letters; performance appraisals; attendance reports; vacation/leave reports; pay benefits information; personal health information.
Other Uses and Disclosures: None.
Retention and Disposition: To be retained indefinitely

Personnel Files (Serials)
Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of unit staff.
Information: Personal information may include: name; home telephone number; staff development training; employment history; reference letters; performance appraisals; attendance reports; absence reports, vacation/leave reports; pay benefits information; personal health information; opinions expressed about individual by another.
Other Uses and Disclosures: None.
Retention and Disposition: To be retained indefinitely.

Bibliographic Control

Bibliographic Control creates and maintains records in the University's online catalogue, and prepares the physical items for circulation and labelling.

Office Files
Statistical records; vendor files; committee meetings; policies and procedures.

Head Office Files
Statistical records; vendor files; committee meetings; policies and procedures.

Unit Personnel Files
Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of Bibliographic Control staff.
Information: Personal information may include: name; home address; home telephone number; employee number; staff development training; performance appraisals; attendance reports absence reports vacation/leave reports/personal health information; job description.
Other Uses and Disclosures: None.
Retention and Disposition: To be retained indefinitely.

Support Staff Personnel Files
Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of unit's support staff.
Information: Information includes: name; home address; home telephone number; employee number; staff development training; performance appraisals; attendance reports; absence reports; vacation/leave reports; job descriptions.
Other Uses and Disclosures: None.
Retention and Disposition: To be retained indefinitely.

Support Staff Supervisor Files
Statistics; unit meeting minutes; policies and procedures.

CIP Publishers Files
Authority: *The University of Manitoba Act.*

Purpose for Collection: To maintain a record of Manitoba and Saskatchewan publishers requesting CIP.
Information: Personal information may include: name; home address; home telephone number; home fax number; home e-mail address.
Other Uses and Disclosures: May, on occasion, be given to the National Library of Canada CIP Office. They administer the CIP program.
Retention and Disposition: To be determined.

Cataloguing in Publication Files

Collections Management

Collections Management evaluates and guides the development of collections in the Libraries and co-ordinates the writing of grant applications in support of UM collections.

General Office Files

Acquisitions files; Adopt-a-Journal files; approval plans; committee minutes; correspondence files; serials files; SSHRC files; staff records; subject files.

General Office Electronic Files

Preservation statistics and serials cancellation tables; minutes and manuals.

Unit Personnel Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of Collections Management staff.
Information: Personal information may include: name; home; telephone number; employee number; reference letters; performance appraisals; attendance reports; absence reports; vacation/leave reports; pay benefits information.
Other Uses and Disclosures: None.
Retention and Disposition: To be retained indefinitely.

Gift and Donor Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of library donors.
Information: Both electronic and hard copies. Personal information may include: name; home address; telephone number; home fax number; home e-mail address; gender type of gift; appraisal information.
Other Uses and Disclosures: May be used to publicise individual gifts or groups of donations; may be used to develop a list of donors for future contact.
Retention and Disposition: Closed files sent to archives.

INFORMATION SERVICES AND SYSTEMS

Libraries Electronic Technologies and Services (LETS)

LETS is responsible for the administration and maintenance of the library's automated systems.

PATRONDB Database

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of library patrons.
Information: Personal information may include: name; home address; home telephone number; home fax number; home e-mail number; student number; SIN; employee and student number.
Other Uses and Disclosures: Information is passed to Student Records to block and unblock records if seriously delinquent in returning library materials.
Retention and Disposition: To be retained indefinitely.

PATMST Database

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain user records of library patrons.

Information: Personal information may include: name; information of items on loan; fines owed and statistical records of items borrowed.
Other Uses and Disclosures: Information is passed to Student Records to block and unblock records if seriously delinquent in returning library materials.
Retention and Disposition: To be retained indefinitely.

Help Desk Forms

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of requests for assistance so patron can be contacted by related resource group with solution to problem.
Information: Personal information may include: name; telephone number.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Help Desk E-Mail Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of e-mail requests for assistance help desk statistics.
Information: Personal information may include: name; home e-mail address.
Other Uses and Disclosures: None.
Retention and Disposition: To be retained indefinitely.

Personnel Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of unit personnel.
Information: Personal information may include: name; home address; home telephone number; SIN; education history; staff development and training; employment history; resumes; reference letters; performance appraisals; vacation/leave reports and pay and benefits information.
Other Uses and Disclosures: None.
Retention and Disposition: To be retained indefinitely.

Document Delivery

Document Delivery allows U. of M. Libraries patrons to borrow materials from other libraries; it also lends materials held by the U. of M. Libraries to other libraries and institutions.

Office Files

Personnel files; annual reports; student information; budget files.

AVISO Patron Database

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of document delivery patrons.
Information: Electronic database. Personal information may include: name; home address; telephone number; home fax number; e-mail address; employee number; student number.
Other Uses and Disclosures: None.
Retention and Disposition: To be retained indefinitely.

Staff Vacation Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of staff vacations and absenteeism.
Information: Personal information may include: name; attendance reports; absence reports; vacation/leave reports.
Other Uses and Disclosures: None.
Retention and Disposition: To be retained indefinitely.

ALBERT D. COHEN MANAGEMENT LIBRARY

The Management Library was originally established as a temporary reading room in 1971 to serve the then Faculty of Administrative Studies. In 1976 it was renamed the Administrative Studies Library and its facilities were expanded and upgraded. in 1987 the library received its present name in conjunction with its moved into the Faculty of Management's new Drake Centre for Management Studies. Future plans call for the majority of the library's collection to be moved to Dafoe Library in 200 and the transformation of the current facility into an electronic information centre.

The Albert D. Cohen Management Library supports the teaching and research requirements of the staff and students of the Faculty of Management.

Office Files
Includes library committee files; acquisition files; budget files; collection management files; correspondence; circulation files; gift files.

Personnel Files
Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of library staff.
Information: Includes letters of thanks; recommendations. Personal information may include: name; home address and phone number; employee information.
Other Uses and Disclosures: None.
Retention and Disposition: To be retained indefinitely.

ARCHITECTURE/FINE ARTS LIBRARY

The university's architecture collection was moved into the newly completed Russell Building in 1960. In 1970 the School of Art library also moved into this facility
The Architecture/Fine Arts Library supports the teaching and research requirements of the Faculty of Architecture and the School of Art. Service is also extended to members of the design and artistic community and to the general public.

Head Office Files
Financial records; committee minutes; statistics; correspondence.

General Office Files
Financial records; statistics; circulation records; collection files.

Personnel Files
Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of library employees.
Information: Personal information may include: name; home address; home telephone number; gender; marital/family status; SIN; employee number student number; education history; staff development and training; employment history; resumes; reference letters; performance appraisals; physical disability; attendance reports; absence reports; vacation/leave reports; pay and benefit information and personal health information.
Other Uses and Disclosures: None.
Retention and Disposition: To be retained indefinitely.

Donor Database
Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of items donated and by whom.
Information: Personal information may include: name; home address; information regarding donated item and date of donation.
Other Uses and Disclosures: None.
Retention and Disposition: To be retained indefinitely.

Slide Collection

The Slide Collection was originally owned and operated by the Faculty of Architecture. The Libraries assumed responsibility for the collection in 1986.

General Office Files
Loan records; vendor files; circulation information; collection information.

Product Catalogue Collection

The Product Catalogue Collection was opened in 1990. It contains the Library's collection of product catalogues and samples.

General Office Files
Informational files; serial records; financial records; historical files.

ARCHIVES AND SPECIAL COLLECTIONS

The Archives and Special Collections Department was established in 1978. Its mission is to acquire, catalogue and preserve special research collections that further the educational aims of the University, and to promote and provide wide access to them. It also administers the University's records management program and is responsible for the co-ordination of all FIPPA activities on the University of Manitoba campuses.

Office Files
Donor records; acquisition files; administrative files; collection records; budget files.

Donor Contracts
Authority: *The University of Manitoba Act.*
Purpose for Collection: To identify donor's of archival collections to the Archives and Special Collections.
Information: Personal information may include: donor name and home address.
Other Uses and Disclosures: None.
Retention and Disposition: To be retained indefinitely.

Donor Files
Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of contact information for individuals who have donated archival material to the Archives.
Information: Personal information may include: name; home address; home telephone number; home fax number; home e-mail address; collection appraisal information and financial information.
Other Uses and Disclosures: Library mailing list.
Retention and Disposition: To be retained indefinitely.

Professional Staff Personnel Files
Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of employment of Archives and Special Collections staff.
Information: Personal information may include: name; home address; home telephone number; home fax number; home e-mail address ; date of birth; gender; SIN; employee number; education history; employment history; reference letters; performance appraisals; absence reports; vacation/leave reports and pay and benefits information.
Other Uses and Disclosures: None.
Retention and Disposition: To be retained indefinitely.

Support/Contract Staff Files
Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of employment of Archives and Special Collections support staff.
Information: Personal information may include: name; home address home e-mail address; date of birth; gender; SIN; student number and pay and benefits information.
Other Uses and Disclosures: None.
Retention and Disposition: To be retained indefinitely.

ELIZABETH DAFOE LIBRARY

The present building housing the library was opened in 1953. In addition to the holdings of the old Arts Library, six other separate collections were brought together in the new library. With the gradual establishment of faculty libraries outside of the central library, the Elizabeth Dafoe Library became a humanities and social sciences library. It continued to be considered the central library until 1983 when the first administrative head of Dafoe was appointed.

The Elizabeth Dafoe Library serves the research, study, and teaching requirements of the Faculties of Arts, Education, Physical Education and

Recreation Studies, Human Ecology, Social Work and Nursing and provides service to the University community, off-campus students, and the general public.

Head Office Files
Financial records; committee minutes; statistics; gift files; collection management files; correspondence.

Circulation Services

Circulation Services administers the circulation counter and reserve collections.

Donor Files
Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of Elizabeth Dafoe Library donors.
Information: Personal information may include: name; home address, home telephone number; financial information; description of donations; letters of appraisal.
Other Uses and Disclosures: None.
Retention and Disposition: To be retained indefinitely.

Personnel Files
Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of unit personnel.
Information: Personal information may include: name; staff development training; vacation/leave reports; letters of thanks, job descriptions.
Other Uses and Disclosures: None.
Retention and Disposition: To be retained indefinitely.

General Office Files
Circulation notices; financial records; committee minutes; request files; statistics; correspondence.

Icelandic Collection Section

The Icelandic Collection is an area study collection that contains material on Iceland and materials by and about Icelanders in North America. Because of its interdisciplinary nature The Collection supports teaching and research in many faculties and departments. Its materials are also used by the North American Icelandic community and the general public. The nucleus of the collection was presented to the University in 1936 by Arnljotur Bjornsson Olson of Gimli. From its inception, the Collection has been a separate entity. From 1980 to 1990 it was part of the Department of Archives and Special Collections. It was made a separate section of the Elizabeth Dafoe Library in 1990.

Office Files
Professional files; committee minutes; collection development and acquisition records; gift and donor files.

Reference Services Section

Reference Services maintains the Library's Reference Collection and assists patrons in effectively using the Library's resources.

General Office Files
Committee minutes; professional files; collection development and acquisition records; gift and donor files.

Slavic Collection Section

The Slavic Collection is a separate language collection that contains material in 13 Slavic languages on a wide range of subjects. The Slavic Collection supports courses and research in the Department of Slavic Studies, the Centre for Ukrainian Canadian Studies, Central and East European Studies and other departments. Its materials are also used by members of the university community and the general public.

Office Files

Professional files; cataloguing and acquisition files; serials files, financial and budget files.

Personnel Files

Authority: *The University of Manitoba Act*.
Purpose for Collection: To maintain a record of unit personnel.
Information: Personal information may include: name; home address, home telephone number; home e-mail address; gender; marital/family status; employee number; education history; staff development training; employment history; resumes; performance appraisals; attendance reports; absence reports; vacation/leave reports; pay benefits information.
Other Uses and Disclosures: None.
Retention and Disposition: To be retained indefinitely.

Resource and Contact Files

Authority: *The University of Manitoba Act*.
Purpose for Collection: To maintain a record of professional contacts, information sources and donors for professional and mailing purposes.
Information: Personal information may include: name; home address; home telephone number; home fax number; home e-mail address; date of birth; age; gender; marital/family status; national/ethnic origin; religion/creed; education history; staff development training; employment history; resumes, reference letters; political belief.
Other Uses and Disclosures: None.
Retention and Disposition: To be retained indefinitely.

D. S. Woods Education Library

The library facilities in the Education Building were opened in 1962. In 1998 its general collections in child development, education and higher education were moved to the Dafoe Library.

The D. S. Woods Education Library currently houses special educational collections and current education periodicals. It serves the students and faculty of the Faculty of Education as well as the general public.

Office Files

Financial and budget files; borrower records; grant and donation files; staffing files; general operations files; acquisition and collection files.

Patron Problem Files

Authority: *The University of Manitoba Act*.
Purpose for Collection: To maintain a record of patron complaints.
Information: Personal information may include: name; home address; home telephone number; library circulation information.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Personnel Files

Authority: *The University of Manitoba Act*.
Purpose for Collection: To maintain a record of unit personnel.
Information: Personal information may include: name; home address; home telephone number; date of birth; SIN; employment history; reference letters; performance appraisals; vacation/leave reports; job description; job classification.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Donor Files

Authority: *The University of Manitoba Act*.
Purpose for Collection: To maintain a record donors of dealings with donors to the library
Information: Personal information may include: name; home address; home telephone number; description of donations; letters of appraisal.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

FR. HAROLD DRAKE LIBRARY (ST. PAUL'S)

Originally founded in 1926, St. Paul's College moved to the Fort Garry campus in 1958. Its present library facilities were completed in 1973.

The Fr. Harold Drake Library supports the Arts and Science courses offered by the University, as well as the special Catholic Studies and christian ministries programs taught in the College.

Office Files
Statistics; committee minutes; fine reports; budget reports; binding records.

External Borrower Registration File
Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of external borrowers.
Information: Personal information may include: name; home address; home telephone number; student number.
Other Uses and Disclosures: None.
Retention and Disposition: To be retained indefinitely.

E. K. WILLIAMS LAW LIBRARY

The Law Library moved into its present quarters on the top floor of Robson Hall in 1970.
The E. K. Williams Law Library primarily serves the teaching and research needs of the Faculty of Law and the University in general. It also provides legal information to members of the legal profession, the judiciary, other professional groups and the general public.

Office Files
Financial records; administrative files; committee minutes; program files.

Personnel Files
Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of library personnel.
Information: Personal Information may include: name; home address and phone number; performance reviews; pay and benefit information.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

NEIL JOHN MACLEAN HEALTH SCIENCES LIBRARY

The Neil John Maclean Health Sciences Library, located in the Brodie Centre on the downtown Bannatyne Campus, opened in 1996. It incorporates the resources of the previous Medical Library, the Neilson Dental Library and the Health Sciences Centre Nursing Library.

The Neil John Maclean Health Sciences Library supports the teaching, research and patient care requirements of the staff and students of the Faculties of Dentistry and Medicine and the Schools of Dental Hygiene and Medical Rehabilitation. It also supports the research and patient care activities of all HSC and St. Boniface Hospital staff and students and serves as a backup resource for health sciences information in the Province of Manitoba.

Administrative Office Files
Minutes; administrative files; correspondence; annual reports and statistics.

Resource Management Files
Personnel records; correspondence; program files and financial records.

Personnel Files
Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of library employees.
Information: Personal information may include: name; home address and telephone number; pay and benefits information and employee information.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Gift Funds

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of donations to the library.
Information: Personal information may include: name; home address; financial information.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Circulation

Office Files

Personnel files; student files; minutes; administrative files.

External Borrower Registration File

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of Medical Library external borrowers.
Information: Personal information may include: name; home address and telephone number; job information; student number; alumni number; drivers licence number; Manitoba Health number; e-mail address.
Other Uses and Disclosures: None.
Retention and Disposition: To be retained indefinitely.

Staff/Student Registration Form File

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of library patrons who are staff or students at Health Sciences Centre.
Information: Personal information may include: name; home address and telephone number; employee information; employee or student number.
Other Uses and Disclosures: None.
Retention and Disposition: To be retained indefinitely.

AVISO Patron Database

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of document delivery patrons.
Information: Electronic database. Personal information may include: name; home address and telephone number; e-mail address; borrower information.
Other Uses and Disclosures: None.
Retention and Disposition: To be retained indefinitely.

MHINET Clients Database

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain an electronic record of Manitoba Health Information Network clients.
Information: Personal information may include: name; home address and phone number.
Other Uses and Disclosures: None.
Retention and Disposition: To be retained indefinitely.

MHINET Requests/Contacts/Invoices Database

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of MHINET patron contacts for clerical and statistical purposes.
Information: Personal information may include: name; financial information; borrower information.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Search Tracking Database

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of patron requests for information.
Information: Electronic database. Personal information may include: name; home telephone number; e-mail address; borrower information.
Other Uses and Disclosures: None.
Retention and Disposition: To be retained indefinitely.

Carolyn Sifton-Helene Fuld Library

The Carolyn Sifton-Helene Fuld Library at St. Boniface General Hospital is a satellite information centre of the Neil John Maclean

Health Sciences Library. It provides health sciences information resources to support patient care, education, management, research, and outreach services of staff and students at the hospital.

Office Files
Financial records; administrative files; document delivery files; historical records.

Personnel Files
Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of library personnel.
Information: Includes both paper and electronic files. Personal information may include: name; home address and telephone number; pay and benefits information; vacation information; absence reports; employee information.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

ECKHARDT-GRAMATTE MUSIC LIBRARY

The Music Library was originally established as a Music Reading Room to serve the School of Music Faculty in the new School of Music Building in 1965. It was officially designated as the Music Library in 1982.

The Eckhardt-Gramatte Music Library serves the School of Music and Winnipeg's musical community.

Head Office Files
Budget and financial files; annual reports; professional and conference materials.

General Office Files
Circulation notices; financial files; personnel files; statistics; minutes.

SCIENCES AND TECHNOLOGY LIBRARY

The Science Library was founded in 1906. In 1933 the collection was moved into the new science building on the Fort Garry Campus. From 1953 to 1972 the Science collection was housed in the Elizabeth Dafoe Library. In 1972 Science Library opened in its present location in Machray Hall. The collection of the Agriculture Library was moved into the Science Library in 1992 when the Agriculture Library closed. In 1996 the Science Library incorporated the majority of the Engineering Library's holdings into its collection and was renamed the Sciences and Technology Library.

The Sciences and Technology Library serves the teaching and research requirements of the Faculty of Science, the Faculty of Agricultural and Food Sciences, the Faculty of Pharmacy, and the Faculty of Engineering.

Office Files
Correspondence; minutes; budgets; statistics: record maintenance files; acquisitions records; database information.

Casual Staff Payroll File
Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of Library casual staff.
Information: Personal information may include: name; home address; home telephone number; date of birth; age; gender; marital status; SIN; employee number; student number; education history; staff development and training; employment history; resumes; performance appraisals; attendance reports; absence reports and pay and benefit information.
Other Uses and Disclosures: None.
Retention and Disposition: To be retained indefinitely.

Full Time Staff Employee Files
Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of library full time staff.

Information: Personal information may include: name; home address; home telephone number; date of birth; age; gender; marital status; SIN; employee number; student number; education history; staff development and training; employment history; resumes; performance appraisals; attendance reports; absence reports; vacation/leave reports; pay and benefit information and personal health information.
Other Uses and Disclosures: None.
Retention and Disposition: To be retained indefinitely.

External Borrower Registration File

Authority: *The University of Manitoba Act*.
Purpose for Collection: To maintain a record of Sciences and Technology Library external borrowers.
Information: Personal information may include: name; home address; home telephone number; home e-mail address; gender and student number (if from another institution).
Other Uses and Disclosures: None.
Retention and Disposition: To be retained indefinitely.

Gift/Donor Files

Authority: *The University of Manitoba Act*.
Purpose for Collection: To maintain a record of library donors.
Information: Personal Information may include: name; home address; type of gift; financial information.
Other Uses and Disclosures: None.
Retention and Disposition: To be retained indefinitely.

William R. Newman Agriculture Library

The William R. Newman Agriculture Library is an electronic resource centre serving the Faculty of Agricultural and Food Sciences. It opened in the newly completed Agriculture Building in 1996.

Office Files

Policy and procedure files; collection management and development files; committee minutes; personnel files.

Donald W. Craik Engineering Library

The Engineering Library was established in the early 1930's and relocated to the Fort Garry Campus in 1933. In 1996 the majority of its collection was transferred to the Science Library and it became a section of the newly named Sciences and Technology Library.

The Donald W. Craik Engineering Library serves as a reference and electronic information centre for the Faculty of Engineering.

Office Files

Committee minutes; policy files; financial records.

Personnel Files

Authority: *The University of Manitoba Act*.
Purpose for Collection: To maintain a record of library personnel.
Information: Personal information may include: name; home address; home telephone number; home fax number; date of birth; age; gender; marital status; SIN; employee number; staff development and training; performance appraisals; attendance reports; absence reports; vacation/leave reports and pay and benefit information.
Other Uses and Disclosures: None.
Retention and Disposition: To be retained indefinitely.

External Borrower Registration File

Authority: *The University of Manitoba Act*.
Purpose for Collection: To maintain a record of Library external borrowers.
Information: Personal information may include: name; home address; home telephone number; home e-mail address; gender and student number (if from another institution).
Other Uses and Disclosures: None.

Retention and Disposition: To be retained indefinitely.

ST. JOHN'S COLLEGE LIBRARY

In continuous existence since 1866, St. John's College moved to its present location on the Fort Garry campus in 1955.

The St. John's College Library supports the humanities and social science undergraduate teaching programs of the College and the theological training programs of the College's Faculty of Theology.

Office Files

Absence reports; collection files; committee minutes; budget and financial files.

Adopt-a-Journal/Gift Forms

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of donors to the library.
Information: Personal information may include: name; home address and phone number; financial information.
Other Uses and Disclosures: None.
Retention and Disposition: To be retained indefinitely.

External Borrower File

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of Library external borrowers.
Information: Personal information may include: name; home address and telephone number; job information; student number; alumni number; drivers licence number; Manitoba Health number; e-mail address.
Other Uses and Disclosures: None.
Retention and Disposition: To be retained indefinitely.

Payroll Forms

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a financial record of library casual staff.
Information: Personal information may include: name; pay and benefit information.
Other Uses and Disclosures: None.
Retention and Disposition: To be destroyed after five years.

Personnel Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of library personnel.
Information: Personal information may include: name; home address and phone number; pay and benefits information; performance reviews and assessments.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

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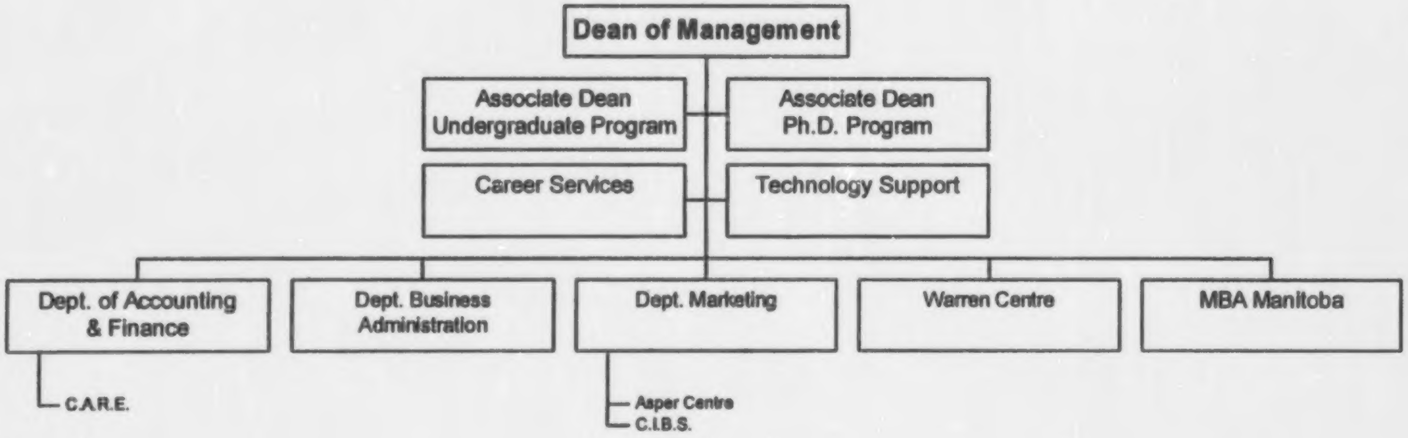
***Note:** For the address of the Access and Privacy Coordinator, see the "Addresses" section of the Handbook.*

FACULTY OF MANAGEMENT


Dean of Management
Associate Dean Undergraduate Program
Associate Dean Ph.D. Program
Career Services
Technology Support
Dept. of Accounting & Finance
C.A.R.E.
Dept. Business Administration
Dept. Marketing
Asper Centre
C.I.B.S.
Warren Centre
MBA Manitoba

The **Faculty of Management** was founded in 1937 as the University of Manitoba's centre for professional management education. Its purpose is to provide management education in Manitoba by creating and disseminating leading-edge knowledge and developing skills relevant to current and future managers in organizations operating in a global environment. It can trace back its origin to the First World War, when short evenings courses were given. In 1936 steps were taken to establish a full-time program within the University. A year later, the Department of Commerce was created within the Faculty of Arts and Science. In 1950 a School of Commerce was created. Twenty years later its status was elevated to faculty. The name commerce was substitute for Faculty of Administrative Studies in 1972. And finally in 1986, the faculty changed to its current name Faculty of Management.

The Faculty of Management offers a variety of undergraduate and graduate programs, including both a full-time and part-time MBA program, and a Ph.D. program.

OFFICE OF THE DEAN

Records include those found in the offices of both Associate deans, the undergraduate program manager, technology support and career services centre.

Office Files

Departmental files regarding budgets, general financial activities, committee minutes, policies and procedures, correspondence, and other administrative records.

Personnel Files

Authority: *The University of Manitoba Act.*
Purpose of Collection: To maintain a record of employment for all employees of the Faculty of Management.
Information: Personal information may include: name; home address; date of birth; gender; marital/family status; SIN; employee number; education history; resumes; reference letters; pay and benefits information; personal health information; opinions expressed about individual by another.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Student Files (copies)

Authority: *The University of Manitoba Act.*
Purpose of Collection: To maintain copies of congratulatory letters, condolence letters, etc, from the Dean. They do not represent "accurate" records on all or any students per se.
Information: Personal information may include; student number sometimes.
Other Uses and Disclosures: To be determined.
Retention and Disposition: To be determined.

Faculty of Management Human Resource Database

Authority: *The University of Manitoba Act.*
Purpose of Collection: To maintain current and accurate records of faculty and students within the Faculty.
Information: Personal information may include: name; home address; home telephone number; date of birth; age; gender; marital/family status; SIN; employee number; education history; tenures dates; promotional dates, RSL dates; teaching and research interests.
Other Uses and Disclosures: To be determined.
Retention and Disposition: To be determined.

Undergraduate Program Manager

Office Files

Departmental files regarding budgets, general financial activities, committee minutes, policies and procedures, correspondence, and other administrative records.

Personnel Files

Authority: *The University of Manitoba Act.*

Purpose of Collection: To maintain a record of employment of the Undergraduate Program staff.
Information: Personal information may include; name; home address; home telephone number; date of birth; gender; marital/family status; SIN; employee number; education history; staff development and training; employment history; resumes; reference letters; performance appraisals; absence reports; vacation/leave reports; pay and benefits information.
Other Uses and Disclosures: Uses: will provide pertinent information to Payroll and Employee Relations to ensure accurate records and alterations in salary. Disclosures: will verify dates of employment, job titles and description upon appropriate request.
Retention and Disposition: To be determined.

Student Files (copies)

Authority: *The University of Manitoba Act.*
Purpose of Collection: To maintain records of current and former students enrolled in the Faculty of Management.
Information: Personal information may include; name; home address; home telephone number; date of birth; gender; marital/family status; SIN; student number; transcripts; education history; personal heatlh information on occasion; citizen ship information.
Other Uses and Disclosures: Uses: will provide pertinent information to Student Files, Admissions, and other Faculties to ensure accurate records and facilitate registration. Disclosures: will verify dates of enrolment; graduation dates; degrees awarded, major areas of study and awards received.
Retention and Disposition: To be determined.

Student Hearing Files/Appeals Logs

Authority: *The University of Manitoba Act.*
Purpose of Collection: To maintain records of students' appealing requirements and students involved in academic dishonesty.
Information: Personal information may include; name; home address; home telephone number; date of birth; gender; marital/family status; SIN; student number; transcripts; education history; personal health information on occasion; opinions expressed about individual by another on occasion; citizenship information.
Other Uses and Disclosures: Uses: will provide pertinent information to Student Files, Admissions, Office of Student Advocacy and other faculties or units to ensure accuracy of records and to ensure appropriate penalties.
Retention and Disposition: To be determined.

Tenure/Promotion Files

Authority: *The University of Manitoba Act.*
Purpose of Collection: To maintain records of tenure and promotion applications and results of faculty members.
Information: Personal information may include; name; home address; home telephone number; date of birth; gender; marital/family status; SIN; employee number education history; employment history; resumes; reference letters; performance appraisals; opinions expressed about individual by another.
Other Uses and Disclosures: Uses: will provide pertinent information to Central Administration, UMFA and Appeals Committees according to conditions of collective agreement. Disclosures: will verify tenure status and rank of faculty members.
Retention and Disposition: To be determined.

Teaching Evaluations

Authority: *The University of Manitoba Act.*
Purpose of Collection: To maintain teaching records on all instructors who have taught in the Faculty of Management.
Information: Personal information may include; name; employee number; performance appraisals; opinions expressed about individual by another.
Other Uses and Disclosures: Uses: will provide each instructor copies of his/her results of teaching evaluations. Disclosures: will provide information in the public domain to students, University and Faculty Administrators and Tenure and Promotion Committees.
Retention and Disposition: To be determined.

Technology Support

Software Licence Agreements

Student Advisor Resumes
Authority: *The University of Manitoba Act.*
Purpose of Collection: To maintain a current and accurate record of student advisors employed at the Faculty of Management Computer Lab.
Information: Personal information may include: resumes.
Other Uses and Disclosures: None
Retention and Disposition: To be determined.

Lab Account Forms
Authority: *The University of Manitoba Act.*
Purpose of Collection: To maintain a current and accurate record of computer accounts in order to solve problems with access.
Information: Personal information may include: date of birth; student number; INS userid.
Other Uses and Disclosures: None
Retention and Disposition: To be determined.

Career Services Centre

The Career Services Centre as a major career-resource centre devoted exclusively to the use of students in the Faculty of Management. The Centre organizes visits by corporate recruiters and assists students in preparing for these visits. Seminars on career planning, resume writing, and interviewing skills are offered on a regular basis.

Office Files

Departmental files regarding budgets, general financial activities, committee minutes, policies and procedures, correspondence, and other administrative records.

Employer Recruitment Files

Employer Feedback Forms
Authority: *The University of Manitoba Act.*
Purpose of Collection: To maintain accurate records of employers' feedback provided to students through the course of performance interviews.
Information: Personal information may include: name; opinions expressed about individual by another.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Graduate Employment Survey
Authority: *The University of Manitoba Act.*
Purpose of Collection: To collect statistical information on the employment status of students from the faculty upon graduation and to provide a list of students who would volunteer as mentors.
Information: Personal information may include: name; home address; home telephone number; age; gender; student number; education history; employment history; graduation date; program information; current employment status.
Other Uses and Disclosures: The statistical information only is shared with various internal departments, the graduating class as well as current students and members of the business community who inquire.
Retention and Disposition: To be determined.

C.S.C. Student Registration
Authority: *The University of Manitoba Act.*
Purpose of Collection: To provide the centre with contact information on the students who are using the services of the centre.
Information: Personal information may include: name; home address; home telephone number; student number; program information.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Alumni Referral and Summer Job Bank
Authority: *The University of Manitoba Act.*

Purpose of Collection: To obtain personal information related to employment in order to be used to match students with jobs. Also to obtain permission to distribute their resumes to prospective employers.
Information: Personal information may include: name; home address; home telephone number; student number; education history; employment history; resumes.
Other Uses and Disclosures: The resumes of registered students are shared with interested employers.
Retention and Disposition: To be determined.

Mentor Listing

Authority: *The University of Manitoba Act.*
Purpose of Collection: To compile contact information on alumni who volunteer to be mentors to current students.
Information: Personal information may include; name; student number; education history.
Other Uses and Disclosures: This contact information is shared with current students interested in seeking advice or information form alumni.
Retention and Disposition: To be determined.

Alumni/Student Files

Authority: *The University of Manitoba Act.*
Purpose of Collection: To maintain current records of Alumni Referral Service/Summer Job Bank applicants and their resumes.
Information: Personal information may include: name; home address; home telephone number; student number; education history; employment history; resumes.
Other Uses and Disclosures: The resumes are shared with prospective employers.
Retention and Disposition: To be determined.

DEPT. OF BUSINESS ADMINISTRATION

Office Files

Departmental files regarding budgets, general financial activities, committee minutes, policies and procedures, correspondence, and other administrative records.

Personnel Files

Authority: *The University of Manitoba Act.*
Purpose of Collection: To maintain accurate records pertaining to employment and payroll information; travel expense claims and staff benefits information.
Information: Personal information may include:name; home address; home telephone number; home fax number; home e-mail address; date of birth; age; gender; marital/family status; SIN; employee number; student number; transcripts; education history; staff development and training; employment history; resumes; reference letters; performance appraisals; attendance reports; absence reports; pay and benefits information; personal health information.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Student Files

Authority: *The University of Manitoba Act.*
Purpose of Collection: To maintain current records pertaining to employment and payroll information and Student Files information.
Information: Personal information may include: name; home address; home telephone number; home fax number; home e-mail address; date of birth; gender; marital/family status; SIN; employee number; transcripts; education history; staff development and training; employment history; resumes; reference letters; performance appraisals; pay and benefits information.
Other Uses and Disclosures: To be determined.
Retention and Disposition: To be determined.

Promotions/Awards/Tenure Files

Authority: *The University of Manitoba Act.*
Purpose of Collection: To maintain records required to facilitate administrative control over employment status.
Information: Personal information may include: name; home address; date of birth; gender; marital/family status; SIN; employee number; education history; resumes; reference letters;

performance appraisals; pay and benefits information.
Other Uses and Disclosures: To be determined.
Retention and Disposition: To be determined.

DEPT. OF MARKETING

Office Files

Departmental files regarding budgets, general financial activities, committee minutes, policies and procedures, correspondence, and other administrative records.

International Exchange and Sedaya

Personnel Files

Authority: *The University of Manitoba Act.*
Purpose of Collection: To maintain records necessary to complete University appointment and payroll forms.
Information: Personal information may include: name; home address; home telephone number; date of birth; age; gender; marital/family status; SIN; employee number; student number; transcripts; education history; staff development and training; employment history; resumes; reference letters; performance appraisals; attendance reports; absence reports; vacation/leave reports.
Other Uses and Disclosures: To be determined.
Retention and Disposition: To be determined.

Student Files

Authority: *The University of Manitoba Act.*
Purpose of Collection: To maintain records necessary to complete University appointment and payroll forms.
Information: Personal information may include; name; home address; home telephone number; date of birth; age; gender; marital/family status; SIN; student number; transcripts; education history; employment history; resumes; reference letters.
Other Uses and Disclosures: To be determined.
Retention and Disposition: To be determined.

Resumes for CIBS

Authority: *The University of Manitoba Act.*
Purpose of Collection:
Information: Personal information may include: name; home address; home telephone number; home e-mail address; home fax number; date of birth; age; gender; marital/family status; SIN; employee number; student number; transcripts; credit card number; race/colour; national/ethnic origin; religion/creed; education history; staff development and training; employment history; resumes; reference letters; performance appraisals; physical disability; attendance reports; absence reports; vacation/leave reports; pay and benefits information; financial history; political beliefs; personal health information; individual's own personal opinions; opinions expressed about individual by another.
Other Uses and Disclosures: To be determined.
Retention and Disposition: To be determined.

Asper Centre

Izzy Asper, chairman and CEO of CanWest Global Communications Corp., and the Asper family, donated $1 million in 1997 to the Faculty of Management to establish an endowment fund for the Centre for Entrepreneurship. At a ceremony in July, 1997, when Asper presented the endowment, the Centre was renamed the Asper Centre for Entrepreneurship. The income from the endowment will fund research and programming. Students who have the entrepreneurial spark can benefit from studying both successful and failed enterprises, and from guest lectures by Manitoba and Canadian entrepreneurs.

Centre for International Business Studies (CIBS)

DEPT. OF ACCOUNTING AND FINANCE

Office Files

Departmental files regarding budgets, general financial activities, committee minutes, policies and procedures, correspondence, and other administrative records.

Personnel Files

Authority: *The University of Manitoba Act.*
Purpose of Collection: To maintain records required for administering the University payroll.
Information: Personal information may include; name; home address; home telephone number; date of birth; gender; marital/family status; SIN; employee number; resumes; performance appraisals; vacation/leave reports.
Other Uses and Disclosures: To be determined.
Retention and Disposition: To be determined.

Student Files

Authority: *The University of Manitoba Act.*
Purpose of Collection: To maintain records for the purpose of admitting students to the graduate program.
Information: Personal information may include; name; home address; home telephone number; date of birth; gender; marital/family status; SIN; student number; transcripts.
Other Uses and Disclosures: This information is made available to the Faculty Council, AACSB and students upon appropriate request.
Retention and Disposition: To be determined.

Centre for Accounting Research and Education

The Centre for Accounting Research and Education is for research and teaching materials.

Since its inception the Centre has acquired a library of resources that are available to researchers and students. The Centre maintains five personal computers that utilize various software from spreadsheets and word processors to advanced statistical analysis packages.

THE WARREN CENTRE FOR ACTUARIAL STUDIES AND RESEARCH

The Warren centre offers a Master's degree in the field of Actuarial Mathematics. The program is designed primarily for students preparing for careers as professional actuaries.

MBA MANITOBA

MBA MANITOBA is a full-time, integrated, eleven-month program. The faculty, students, and the business community have embraced the program. Companies find that it's fast-track format is an ideal opportunity to provide their up-and-coming managers with a rigorous and challenging educational experience. The quality of our program and students has been recognized by leading business publications, both locally and nationally.

FACULTY OF MEDICINE

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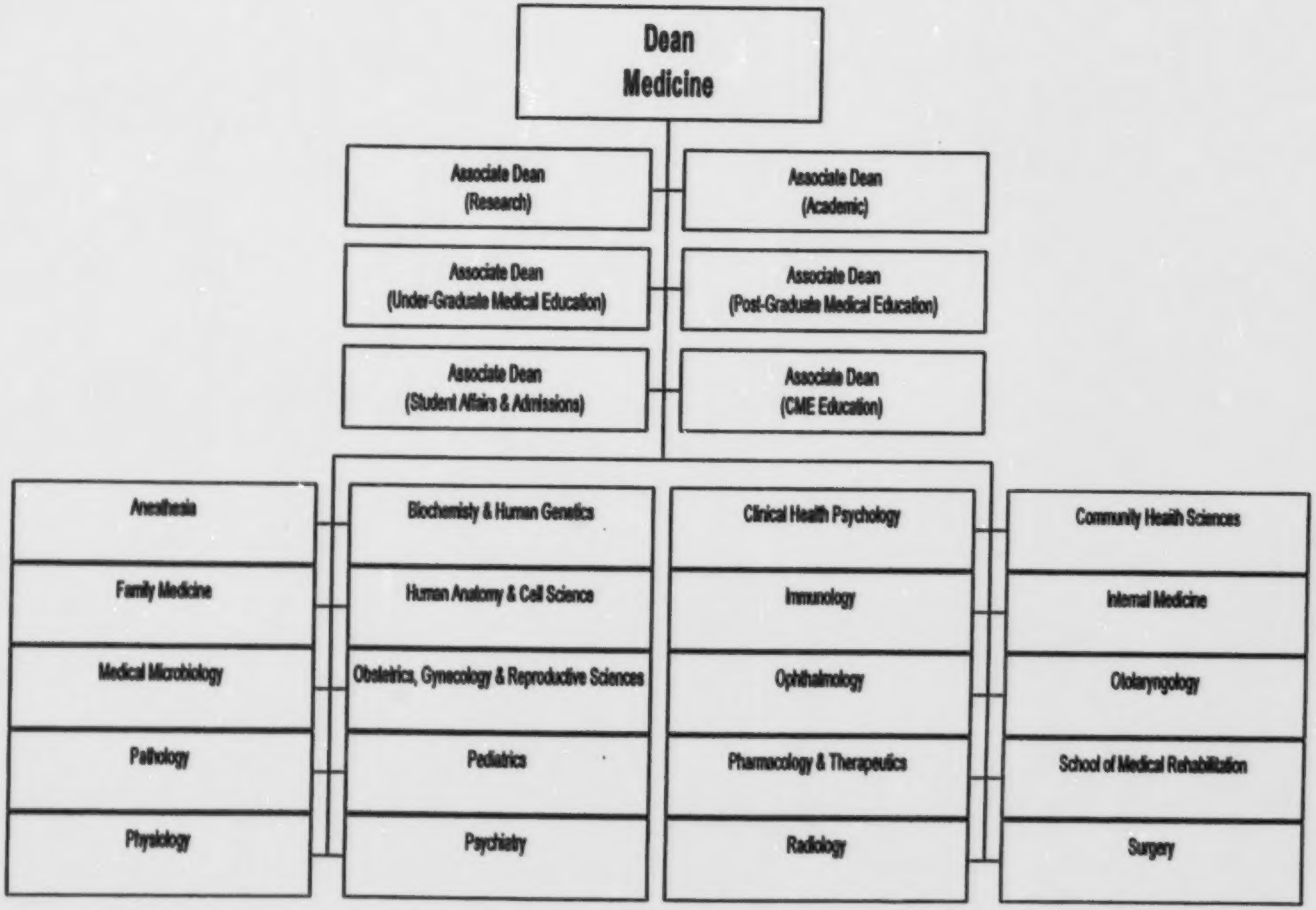
***Note:** For the address of the Access and Privacy Coordinator, see the "Addresses" section of the Handbook.*

FACULTY OF MEDICINE


Dean
Medicine
Associate Dean
(Research)
Associate Dean
(Academic)
Associate Dean
(Under-Graduate Medical Education)
Associate Dean
(Post-Graduate Medical Education)
Associate Dean
(Student Affairs & Admissions)
Associate Dean
(CME Education)
Anesthesia
Family Medicine
Medical Microbiology
Pathology
Physiology
Biochemisty & Human Genetics
Human Anatomy & Cell Science
Obstetrics, Gynecology & Reproductive Sciences
Pediatrics
Psychiatry
Clinical Health Psychology
Immunology
Ophthalmology
Pharmacology & Therapeutics
Radiology
Community Health Sciences
Internal Medicine
Otolaryngology
School of Medical Rehabilitation
Surgery

Medical training in Manitoba had its beginning in 1883 when 13 physicians applied to the local legislature for a charter to form the Manitoba Medical College. The college was chartered as an affiliate of the University of Manitoba. The number of students registered for the first session was 15, and the number in attendance at each session from that date to the present has ranged from 15 to 400. The University came to the aid of the Medical School from time to time by furnishing full-time professors in chemistry, physiology, pathology, bacteriology, and zoology. With the session of 1918-1919, the Manitoba Medical College ceased to exist as a separate institution. It made a gift of all its property and equipment to the University of Manitoba "on condition that the University establish a **Faculty of Medicine**, and carry on the work of medical education in an efficient manner."

The Faculty of Medicine is mostly located on the Bannatyne Campus in downtown Winnipeg.

DEAN'S OFFICE

The dean's office consists of the following units: Continuing Medical Education, Medical Education (Under/Post Graduate), Archive, and the Research Office. Many of the records belonging to the associate deans have been included under the dean's office records.

Office Files

Financial Files

Personnel Files (Support Staff)
Authority: *The University of Manitoba Act.*
Purpose for Collection:
Information: Includes support staff, post-doctoral candidates, research assistants and student employees.
Other Uses and Disclosures:
Retention and Disposition:

Academic Files
Authority: *The University of Manitoba Act.*
Purpose for Collection:
Information:
Other Uses and Disclosures:
Retention and Disposition:

Post-docs/Research Associate/Student Files
Authority: *The University of Manitoba Act.*
Purpose for Collection:
Information:
Other Uses and Disclosures:
Retention and Disposition:

Appeal, Complaint, Grievance Files
Authority: *The University of Manitoba Act.*
Purpose for Collection: To determine the status of appeals, complaints or grievances.
Information: Personal information may include: name; home address; home telephone number; student number; education history; employment history; reference letters; performance appraisals.
Other Uses and Disclosures: Shared with Appeals Committee and Senate if necessary.
Retention and Disposition: To be determined.

Student Appeals
Authority: *The University of Manitoba Act.*
Purpose for Collection: Determination of validity of basis for appeal.
Information: Personal information may include: name; home address; home telephone number; student number; attendance reports; absences reports; personal health information (medical reports and assessments).
Other Uses and Disclosures: Shared with the Appeals Committee and Senate if necessary.
Retention and Disposition: To be determined.

Promotion Files
Authority: *The University of Manitoba Act.*
Purpose for Collection: Evaluation for promotion purposes.
Information: Personal information may include: name; home address; home telephone number;

home fax number; home e-mail address; date of birth; age; gender; marital/family status; SIN; education history; staff development and training; reference letters.
Other Uses and Disclosures: Information shared with the President's Office.
Retention and Disposition: To be determined.

Tenure Files

Authority: *The University of Manitoba Act*
Purpose for Collection: Evaluation for suitability for tenure.
Information: Personal information may include: name; home address; home telephone number; home fax number; home e-mail address; date of birth; age; gender; marital/family status; SIN; education history; staff development and training; employment history; resumes; reference letters.
Other Uses and Disclosures: Shared with the President's Office.
Retention and Disposition: To be determined.

Description of Academic Duties (DOAD)

Authority: *The University of Manitoba Act.*
Purpose for Collection: To track activities of full time academic staff as it relates to employment with the University of Manitoba.
Information: Personal information may include: name; home address; home telephone number; date of birth; SIN.
Other Uses and Disclosures: Shared with Department Heads.
Retention and Disposition: To be determined.

Visiting Professor Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: Required for employment authorization.
Information: Personal information may include: name; home address; home telephone number; home fax number; home e-mail address; date of birth; marital/family status; SIN; employee number; education history; staff development and training; employment history; reference letters.
Other Uses and Disclosures: Shared with President's Office who then sends the information to Employment Canada.
Retention and Disposition: To be determined.

Disciplinary Action Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To determine as to whether or not disciplinary action should be taken.
Information: Personal information may include: name; home telephone number; employment history; reference letters; performance appraisals; attendance reports.
Other Uses and Disclosures: Shared with President's Office and UMFA if necessary.
Retention and Disposition: To be determined.

Continuing Medical Education

The Department of Continuing Medical Education, Faculty of Medicine, The University of Manitoba provides, based on perceived learning needs, high quality research, service and educational programs to graduate health practitioners in the province of Manitoba. These programs are post graduate, non credit in nature. They are directed toward physicians and other professional groups involved in patient care.

Office Files

Financial Files

Program Files

Personnel Files

Authority:
Purpose for Collection:
Information:
Other Uses and Disclosures:
Retention and Disposition:

Registration Management System

Authority: *The University of Manitoba Act.*
Purpose for Collection: Records persons registered for Individual Educational Conferences and Symposia.
Information: Personal information may include: name; home address; home telephone number; home fax number.

Other Uses and Disclosures: Internal: allows tracking of fee payment, attendance, etc. External: Organizing Committee for tracking registration for planning purposes.
Retention and Disposition: To be determined.

Medical Education Research Group Files

Authority: *The University of Manitoba Act*.
Purpose for Collection: Research Data Base.
Information: Personal information may include: name; home address; education history.
Other Uses and Disclosures: May be revisited for research purposes.
Retention and Disposition: To be determined.

Adult Education Attendant Files

Authority: *The University of Manitoba Act*.
Purpose for Collection: To facilitate registrants ability to apply for recognition of their personal attendance at programs for organizations requiring Study Credits.
Information: Personal information may include: name.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Medical Education (Under/Post Graduate)

The mission of the Undergraduate Medical Education Program is to provide an environment which will assist students to become competent, caring, ethical physicians with the ability to think critically. This experience will prepare students to choose wisely their area of training, to successfully continue their education, and subsequently to meet responsibilities to their patients and society.

Office Files

Student Files

Authority: *The University of Manitoba Act*.
Purpose for Collection:
Information:
Other Uses and Disclosures:
Retention and Disposition:

Student Files (IMS – electronic)

Authority:
Purpose for Collection:
Information:
Other Uses and Disclosures:
Retention and Disposition:

Admission Files

Authority: *The University of Manitoba Act*.
Purpose for Collection: To select incoming medical school class.
Information: Personal information may include: name; home address; home telephone number; date of birth; student number; transcripts; education history; employment history; reference letters; MCAT scores.
Other Uses and Disclosures: Applicants overall rank, interview score, university GPA, and MCAT score reported to Admissions Committee. Information also used for ACMC (Association of Canadian Medical Colleges) Applicant study.
Retention and Disposition: To be determined.

Bursary Files

Authority: *The University of Manitoba Act*.
Purpose for Collection: To determine financial need.
Information: Personal information may include: name; SIN; student number; living costs; debt load; resources (financial); student loan assessment.
Other Uses and Disclosures: Reported to Awards Committee by student number only.
Retention and Disposition: To be determined.

Examination Files

Authority: *The University of Manitoba Act*.
Purpose for Collection: To maintain a records on each student in the medical school program.
Information: Personal information may include: name; home address; home telephone number; date of birth; SIN; student number; transcripts; education history; employment history; resumes; reference letters; performance appraisals; attendance reports; medical school grades; LMCC scores.

Other Uses and Disclosures: Information used to produce a "Dean's Letter" for transmission to CaRMS (Canadian Residency Matching Services), Licensing Authorities and registration purposes.
Retention and Disposition: To be determined.

Archives

The Archives office aims to keep a record of the history of the Faculty of Medicine.

Biographies on Faculty
Authority: *The University of Manitoba Act.*
Purpose for Collection:
Information:
Other Uses and Disclosures:
Retention and Disposition:

Research Office

Research Office provides information and assistance with regard to availability and types of research funding, application forms and deadlines, addresses, contact numbers, etc.; provides information on procedures for submitting grant applications; provides information on applying for biohazard approval, Research Ethics Board approval, faculty travel fund; and, keeps investigators informed as to current funding opportunities and deadlines.

Office Files

Ethics Protocols
Documents filed by "E" numbers.

Personnel Files
Authority: *The University of Manitoba Act.*
Purpose for Collection:
Information:
Other Uses and Disclosures:
Retention and Disposition:

ANESTHESIA

Students are assigned to HSC, St. Boniface, or Seven Oaks Hospital for the rotation. This assignment is the responsibility of the clerkship director. The clerkship coordinators at each site will arrange the day to day activities.

Financial Records

Committee Minutes

Personnel Files
Authority: *The University of Manitoba Act.*
Purpose for Collection:
Information: includes all faculty, support and resident staff.
Other Uses and Disclosures:
Retention and Disposition:

BIOCHEMISTRY AND MOLECULAR BIOLOGY

The Department of Biochemistry and Molecular Biology offers graduate level programs. It occupies one floor (24,000 square feet) of the Basic Sciences Building completed in 1973. Research resources include, preparative and ultracentrifuges, visible and ultraviolet spectrophotometers, spectrofluorometers, luminometer, liquid and gamma scintilation spectrophotometers, high pressure liquid chromatography, a radio-chromatogram scanner, instruments for gas, liquid, paper and thin-layer chromatography and electrophoresis, tissue culture facilities and coldrooms.

Effective June 30, 1999, the former Department of Biochemistry and Molecular Biology merged with Human Genetics to form the new Department of Biochemistry and Medical Genetics, Faculty of Medicine, University of Manitoba. However the records are still kept separate.

Financial Records

Committee Minutes

Personnel Files

Authority: *The University of Manitoba Act.*
Purpose for Collection:
Information:
Other Uses and Disclosures:
Retention and Disposition:

Employee Database

Authority: *The University of Manitoba Act.*
Purpose for Collection: Administrative: payroll, budgets, processing of staff forms and keeping of employee records.
Information: Personal information may include: name; home address; home telephone number; date of birth; gender; marital/family status; SIN; employee number; student number; education history; resumes; reference letters; performance appraisals; attendance reports; absence reports; vacation/leave reports; pay and benefits information; financial history.
Other Uses and Disclosures: Employee forms to Payroll. Records are confidential and information is shared only with other University of Manitoba Departments. Will verify start date and employee status if requested.
Retention and Disposition: To be determined.

Graduate Student Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: Contact information for student's reference on student status.
Information: Personal information may include: name; home address; home telephone number; date of birth; age; gender; marital/family status; SIN; employee number; student number; transcripts; education history; employment history; reference letters; performance appraisals.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Graduate Program Admission Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: Student Files
Information: Personal information may include: name; home address; home telephone number; date of birth; gender; marital/family status; student number; transcripts; education history; training (previous degrees and courses); reference letters; performance appraisals; opinions expressed about individual by another; province/country of birth; primary language.
Other Uses and Disclosures: Graduate Studies Student Advocate on request.
Retention and Disposition: To be determined.

CLINICAL HEALTH PSYCHOLOGY

The Department of Clinical Health Psychology is a fully independent academic department within the Faculty of Medicine at the University of Manitoba. Its mandate within the Faculty of Medicine is to teach undergraduate and graduate medical students, conduct research, train pre-doctoral Psychology Interns in our CPA and APA Accredited Internship program, and train Postdoctoral Residents.

The clinical mandate of the Department of Clinical Health Psychology within the Winnipeg Hospital Authority involves developing and maintaining a comprehensive range of psychological services to serve the population in and around Winnipeg. In addition, the Department provides clinical and academic consultation and support to psychologists working within our Rural and Northern Psychology Program. Thus, the Department has academic and clinical responsibilities in many parts of the Province of Manitoba.

Financial Records

Committee Minutes

Personnel Files

Authority:
Purpose for Collection:
Information:
Other Uses and Disclosures:

Retention and Disposition:

Student Files
Authority: *The University of Manitoba Act.*
Purpose for Collection: Evaluation for internship and residency position application.
Information: Personal information may include: name; home address; home telephone number; home fax number; home e-mail address; date of birth; gender; marital/family status; SIN; student number; transcripts; education history; employment history; resumes; reference letters.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

COMMUNITY HEALTH SCIENCES

The Department of Community Health Sciences teaches the basic disciplines and practises of Community Health at the undergraduate, graduate and residency training levels. The department shares a multi-disciplinary approach with academic, service, outreach and consultative activities undertaken. Specific specialized areas include Biostatistics, Epidemiology, Health Policy, Social Services, Aboriginal Health, Alcohol and Tobacco, and Occupational and Environmental Health.

Office Files

Thompson Program Files

Independent Contract Agreements

Personnel Files
Authority: *The University of Manitoba Act.*
Purpose for Collection:
Information:
Other Uses and Disclosures:
Retention and Disposition:

Past Employee Files
Authority: *The University of Manitoba Act.*
Purpose for Collection:
Information:
Other Uses and Disclosures:
Retention and Disposition:

Graduate Student Files
Authority:
Purpose for Collection:
Information:
Other Uses and Disclosures:
Retention and Disposition:

Biostatistical Consulting Unit

The Biostatistical Consulting Unit exists to provide a resource of statistical expertise for research workers in the Faculty of Medicine. The Unit staff participate in initial study design, selection of appropriate methods of statistical analysis, implementation of analytical techniques using statistical software and interpretation of research findings.

Occupational and Environmental Medicine

The Occupational and Environmental Health Unit (OEHU) came into existence at the University of Manitoba in 1987, along with the creation of the Department of Occupational and Environmental Medicine (DOEM) at the Health Sciences Centre. In order to fulfill its mandate, the OEHU has established a multi-disciplinary team with considerable expertise in occupational and environmental medicine, epidemiology, toxicology, industrial hygiene, program evaluation, cost-benefit analysis, environmental health hazard assessment, disease surveillance methods, environmental impact assessments, ergonomics, occupational health policy and the development and provision of occupational health services.

Financial Records

Program Files

Student Files
Authority: *The University of Manitoba Act.*
Purpose for Collection: Record of assignments.
Information: Personal information may include: name; student number; reference letters; thesis copies; papers.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Manitoba Centre for Health Policy and Evaluation

The Manitoba Centre for Health Policy and Evaluation is a research unit in the Faculty of Medicine at the University of Manitoba. It employs between 30 and 35 people, including University faculty, researchers, computer programmers, systems analysts, administrative staff and secretarial support. Beyond its talented staff, the Centre benefits from the expertise of its Advisory Board, which has both local and national representatives from research, health care, business and government.

MCHPE conducts research on the way health care services are used by Manitobans. It examines patterns of illness in the population, and studies how people use health care services. It also researches the factors that affect health, since there is considerable evidence that many factors influence our physical well-being, including income, education, employment and social status, as well as nutrition, early childhood programs and even highway safety. The Centre's research, which benefits from a large computerized data base, helps to sort out which factors are most important.

Office Files

Committee Minutes

Personnel Files
Authority: *The University of Manitoba Act.*
Purpose for Collection:
Information:
Other Uses and Disclosures:
Retention and Disposition:

Confidentiality Oaths
Authority: *The University of Manitoba Act.*
Purpose for Collection: Confidential information agreement between MCHPE staff and university.
Information: Personal information may include: name.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

System Access Requests
Authority: *The University of Manitoba Act.*
Purpose for Collection: Used to request access to MCHPE computers system.
Information: Personal information may include: name; name; home or work address.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Project Descriptions
Authority: *The University of Manitoba Act.* **Purpose for Collection:** Used to track involvement of projects carried out at MCHPE.
Information: Personal information may include: name; home address; home telephone number; home fax number.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

J.A. Hildes Northern MED Unit

The J.A. Hildes Northern Medical Unit, established in 1970, is committed to the provision of health care delivery to rural and remote areas with largely aboriginal populations. The physicians, in addition to their clinical duties, work with nurses, community health representatives and other community service workers and leaders in meeting the needs of each specific community. Churchill, Norway House and Hodgson, Manitoba as well as Rankin Inlet, Northwest Territories are staffed by full time physicians. The First Nations communities of Island Lake, Poplar River, Berens River, Little Grand Rapids, Pauingassi, Bloodvein, Grand Rapids and Easterville are visited regularly by Northern Medical Unit Family Practitioners. In order to provide comprehensive health care to these communities, University and private practice consultants from a wide range of disciplines visit these communities on a regular rotating basis. Various educational programs have been established and are geared to educate in primary care, community health and cross-cultural aspects of health care delivery.

Financial Records

Program Files

Committee Minutes

Personnel Files

Authority: *The University of Manitoba Act.*
Purpose for Collection:
Information:
Other Uses and Disclosures:
Retention and Disposition:

Student Files

Authority: *The University of Manitoba Act.*
Purpose for Collection:
Information:
Other Uses and Disclosures:
Retention and Disposition:

Community Resident Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: Community medicine residency program Personnel Files.
Information: Personal information may include: name; home address; home telephone number; home fax number; home e-mail address; date of birth; age; gender; marital/family status; SIN; transcripts; national/ethnic origin; education history; stadd development and training; employment history; resumes; reference letters; performance appraisals; attendance reports; absence reports; vacation/leave reports; pay and benefits information; opinions expressed about individual by another.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Practitioner Travel Information Form (kept in binder)

Authority: *The University of Manitoba Act.*
Purpose for Collection: Personnel Files.
Information: Personal information may include: name; home address; home telephone number; home fax number; home e-mail address; date of birth; age; gender; marital/family status; SIN; transcripts; national/ethnic origin; religion/creed; education history; staff development and training; employment history; resumes; reference letters; performance letters; attendance reports; absence reports; vacation/leave reports; pay and benefits information.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Northern Health Research Unit

The Goal of the Northern Health Research Unit (NHRU) is to conduct community-based research into problems relevant to the health of Aboriginal and northern peoples in Canada. While the focus of the NHRU is within Canada, it also has an active interest in fostering and participating in international collaborative research relevant to the health of Aboriginal peoples in other countries.

Financial Files

Contracts

Personnel Files

Authority: *The University of Manitoba Act.*

Purpose for Collection:
Information:
Other Uses and Disclosures:
Retention and Disposition:

Alcohol and Tobacco Unit

Working within the context of the Department of Community Health Sciences, to create, preserve and communicate knowledge of the health of populations as they are affected by the non-therapeutic use of chemical substances.

Research Files

Manitoba Heart Health Project

The Manitoba Heart Health Project (MHHP) was a community-activated primary prevention demonstration initiative carried out between 1992 and 1995. Funded jointly by the NHRDP and Manitoba Health, the MHHP utilized principles of community organization and citizen participation to mobilize seven community sites in the Central Health Region of Manitoba. The objectives of the Demonstration project were: to mobilize communities to make decisions about and take action to promote heart health awareness, knowledge and behaviours; to facilitate supportive community environments for heart health through promotion of heart healthy nutrition, an active lifestyle, tobacco avoidance, and stress management; and . To promote sustainability of the initiative through partnership building with local organizations.

Office Files

Financial Files

Program Files

Committee Minutes

Personnel Files
Authority: *The University of Manitoba Act.*
Purpose for Collection:
Information:
Other Uses and Disclosures:
Retention and Disposition:

FAMILY MEDICINE

This program strives to teach whole-person medicine through a combination of patient-centred care and structured seminars. Hospitals used in the Department of Family Medicine are primarily Health Sciences Centre (tertiary teaching hospital), St. Boniface Hospital (tertiary teaching hospital), Seven Oaks General Hospital (community-based hospital), Women's Centre and Children's Hospital (both part of the Health Science Centre), Victoria General Hospital (community-based hospital), Dauphin Regional Health Centre (community hospital) and other hospitals in rural Manitoba.

The Department of Family Medicine consists of 4 components: general office, Family Practice Residency Training Program(FPRTP), undergraduate/postgraduate office, and emergency services program.

General Office

Financial Records

Program Files

Policy Records

Committee Records

Faculty Files
Authority: *The University of Manitoba Act.*
Purpose for Collection:
Information:
Other Uses and Disclosures:
Retention and Disposition:

Personnel Files (Academic)
Authority: *The University of Manitoba Act.*
Purpose for Collection:
Information:
Other Uses and Disclosures:
Retention and Disposition:

Personnel Files (Support Staff and GFT)
Authority: *The University of Manitoba Act.*
Purpose for Collection:
Information.
Other Uses and Disclosures:
Retention and Disposition:

Family Practice Residency Training Program (FPRTP)

Saint-Boniface Family Medicine Residency Unit

Program Files

Student Resident Files
Authority: *The University of Manitoba Act.*
Purpose for Collection:
Information:
Other Uses and Disclosures:
Retention and Disposition:

Seven Oaks Family Medicine Residency Unit

Financial Files

Program Files

Committee Files

Student Resident Files
Authority: *The University of Manitoba Act.*
Purpose for Collection:
Information:
Other Uses and Disclosures:
Retention and Disposition:

Parkland Family Medicine Residency Unit

Office Files

Preceptor Information

Simulated Oral Exams (SOO) Files
Authority: *The University of Manitoba Act.*
Purpose for Collection:
Information:
Other Uses and Disclosures:
Retention and Disposition:

Student Resident Files
Authority: *The University of Manitoba Act.*
Purpose for Collection:
Information: Past and present employees.
Other Uses and Disclosures:
Retention and Disposition:

Undergraduate and Postgraduate Office

Office Files

Program Files

Teaching Site Files

CCFP-EM Files
Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain record of all Canadian College of Family Physicians and Emergency…
Information:
Other Uses and Disclosures:
Retention and Disposition:

Personnel Files
Authority: *The University of Manitoba Act.*
Purpose for Collection:

Information:
Other Uses and Disclosures:
Retention and Disposition:

Faculty Appointment Files
Authority: *The University of Manitoba Act.*
Purpose for Collection:
Information:
Other Uses and Disclosures:
Retention and Disposition:

Emergency Services Program

Please refer to the Undergraduate and Postgraduate office. Records are kept in the same location.

HUMAN ANATOMY AND CELL SCIENCE

The Department of Human Anatomy and Cell Science is located on the main floor of the Basic Medical Sciences Building. The Department carries a major teaching load responsible for anatomy teaching to first and second year medical and dental students, medical rehabilitation students, clinical residents as well as dental hygiene, pharmacy and massage therapy students. Research facilities and supervision are available in cell biology, neurosciences, embryology, teratology, developmental and experimental neurology, neuroendocrinology, molecular and cellular cardiology, lung biochemistry, muscle regeneration, and dental-oriented programs (dentinogenesis, periodontal ligament and caries). Graduate students have the opportunity to use a variety of techniques such as autoradiography, light and electron microscopy, morphometrics, tissue culture, tissue transplantation, EMG, HPLC, immunocytochemistry, RIA, electrophoresis, transgenics, molecular biology, magnetic resonance spectroscopy and others.

Financial Files

Committee Files

Personnel Files (Academic and Support Staff)
Authority: *The University of Manitoba Act.*
Purpose for Collection:
Information:
Other Uses and Disclosures:
Retention and Disposition:

Student Files
Authority: *The University of Manitoba Act.*
Purpose for Collection:
Information:
Other Uses and Disclosures:
Retention and Disposition:

Records of Bodies Subject to Provisions of Anatomy Act
Authority: *The University of Manitoba Act.*
Purpose for Collection:
Information:
Other Uses and Disclosures:
Retention and Disposition:

Waiver of Claim Forms
Authority: *The University of Manitoba Act.*
Purpose for Collection:
Information:
Other Uses and Disclosures:
Retention and Disposition:

Donor Files
Authority: *The University of Manitoba Act.*
Purpose for Collection:
Information:
Other Uses and Disclosures:
Retention and Disposition:

HUMAN GENETICS

Effective July 1, 1999 the former Department of Human Genetics merged with the Department of

Biochemistry and Molecular Biology to form the new Department of Biochemistry and Medical Genetics, University of Manitoba.

Financial Files

Committee Files

Personnel Files (Faculty and Support Staff)
Authority: *The University of Manitoba Act.*
Purpose for Collection:
Information:
Other Uses and Disclosures:
Retention and Disposition:

Student Files
Authority: *The University of Manitoba Act.*
Purpose for Collection:
Information:
Other Uses and Disclosures:
Retention and Disposition:

Electronic Database "inquiries from individuals regarding our graduate studies program"
Authority: *The University of Manitoba Act.*
Purpose for Collection:
Information:
Other Uses and Disclosures:
Retention and Disposition:

IMMUNOLOGY

The Department of Immunology, the first in Canada, was founded in 1969. Since the early 1990s, its focus has been on the establishment of a multidisciplinary Program in Immunology, encompassing basic and clinical biomedical scientists with expertise in a broad range of immunological topics. A comprehensive program of graduate and postdoctoral training, and strong links with three immunologically based research groups (see below), the Program in Immunology offers extensive professional opportunities for advancement.

Financial Files

Program Files

Committee Files

Personnel Files
Authority: *The University of Manitoba Act.*
Purpose for Collection:
Information:
Other Uses and Disclosures:
Retention and Disposition:

Student Files
Authority: *The University of Manitoba Act.*
Purpose for Collection:
Information:
Other Uses and Disclosures:
Retention and Disposition:

Binder of Faculty Members
Authority: *The University of Manitoba Act.*
Purpose for Collection:
Information:
Other Uses and Disclosures:
Retention and Disposition:

Graduate Student Progress Sheets
Authority: *The University of Manitoba Act.*
Purpose for Collection:
Information:
Other Uses and Disclosures:
Retention and Disposition:

INTERNAL MEDICINE

Office Files

Financial Files

Committee Records

Personnel Files
Authority: *The University of Manitoba Act.*

Purpose for Collection:
Information:
Other Uses and Disclosures:
Retention and Disposition:

Promotion and Tenure Files

Authority: *The University of Manitoba Act.*
Purpose for Collection:
Information:
Other Uses and Disclosures:
Retention and Disposition:

Student Files

Authority: *The University of Manitoba Act.*
Purpose for Collection:
Information:
Other Uses and Disclosures:
Retention and Disposition:

Cardiology

A section of the Department of Internal Medicine, Faculty of Medicine at the University of Manitoba. Our full-time staff are located in two of Winnipeg's largest teaching hospitals: the Health Sciences Centre and the St. Boniface General Hospital. Along with our GFT Cardiologists, our faculty also includes many part-time members. All of these physicians are responsible for the clinical and academic Cardiology services at the University and these two institutions.

MEDICAL MICROBIOLOGY

The Department was initially established in 1884 and is dedicated to research and training in the area of infectious diseases of humans. Located on the fifth floor of the Basic Medical Sciences Building, the department is home to over 80 people including basic scientists, physician scientists, physicians-in-training, graduate students and support and technical staff. The core disciplines used by the department scientists and trainees in research programs include molecular pathogenesis of microbial disease, immunobiology of infection, molecular mechanisms of antimicrobial action, microbial resistance and epidemiology. Opportunities for training and research collaborations are welcomed by departmental scientists.

Financial Files

Personnel Files

Authority: *The University of Manitoba Act.*
Purpose for Collection:
Information:
Other Uses and Disclosures:
Retention and Disposition:

Student Files

Authority: *The University of Manitoba Act.*
Purpose for Collection:
Information:
Other Uses and Disclosures:
Retention and Disposition:

OBSTECTRICS, GYNECOLOGY AND REPRODUCTIVE SCIENCES

The Department of Obstetrics, Gynecology and Reproductive Sciences encompasses all aspects of Women's Health care. It works closely with both the community and government to identify needs in female medicine and to deliver the best services available.

It operates the largest Out Patients Department in Canada and is heavily involved in education services at community and academic levels. While principally focussed on the delivery of services to the Province of Manitoba, Northwestern Ontario and the Northwest Territories, the Department has earned national and international recognition for research into all aspects of women's health including clinical medicine, nursing care and basic sciences.

Office Files

👥 **Personnel Files**
Authority: *The University of Manitoba Act.*
Purpose for Collection:
Information:
Other Uses and Disclosures:
Retention and Disposition:

👥 **Student Files**
Authority: *The University of Manitoba Act.*
Purpose for Collection:
Information:
Other Uses and Disclosures:
Retention and Disposition:

👥 **Student Evaluation Files (undergraduate)**
Authority: *The University of Manitoba Act.*
Purpose for Collection:
Information:
Other Uses and Disclosures:
Retention and Disposition:

👥 **Resident Binder**
Authority: *The University of Manitoba Act.*
Purpose for Collection:
Information:
Other Uses and Disclosures:
Retention and Disposition:

👥 **Staff Lists**
Authority: *The University of Manitoba Act.*
Purpose for Collection:
Information:
Other Uses and Disclosures:
Retention and Disposition:

OPHTHALMOLOGY

Office Files

Financial Files

Program Files

👥 **Personnel Files**
Authority: *The University of Manitoba Act.*
Purpose for Collection:
Information:
Other Uses and Disclosures:
Retention and Disposition:

👥 **Grand Rounds, Evaluation Files**
Authority: *The University of Manitoba Act.*
Purpose for Collection:
Information:
Other Uses and Disclosures:
Retention and Disposition:

OTOLARYNCOLOGY

Financial Files

👥 **Personnel Files**
Authority: *The University of Manitoba Act.*
Purpose for Collection:
Information:
Other Uses and Disclosures:
Retention and Disposition:

👥 **Student Files**
Authority: *The University of Manitoba Act.*
Purpose for Collection:
Information:
Other Uses and Disclosures:
Retention and Disposition:

👥 **Resident Files**
Authority: *The University of Manitoba Act.*
Purpose for Collection:

Information:
Other Uses and Disclosures:
Retention and Disposition:

PATHOLOGY

The primary function of the department is to teach pathology to students in the health sciences including the graduate and post graduate students in pathology. It is also the department's function to carry out research in pathology and its allied medical disciplines. Members of the Department provide diagnostic service in anatomic pathology and haematology at the Health Sciences Centre and Saint Boniface General Hospital, Winnipeg.

Office Files

Financial Files

Personnel Files
Authority: *The University of Manitoba Act.*
Purpose for Collection:
Information:
Other Uses and Disclosures:
Retention and Disposition:

PEDIATRICS AND CHILD HEALTH

PHARMACOLOGY AND THERAPEUTICS

The Pharmacology department consists of 10 full time faculty, 20 Joint faculty, 1 Professor Emeritus and 1 senior scholar, with research interests including cardiovascular pharmacology, clinical pharmacology , hepatic pharmacology, neuropharmacology and renal pharmacology, teaching in Medicine and Pharmacy and offering courses of study leading to M.Sc. and Ph.D. degrees in Pharmacology . It is a modern well equipped facility with a thriving graduate program, based on the 2nd , 3rd and 4th floors of the Chown Building on the Bannatyne Campus next to the Health Science Centre.

Financial Files

Committee Files

Personnel Files
Authority: *The University of Manitoba Act.*
Purpose for Collection:
Information:
Other Uses and Disclosures:
Retention and Disposition:

Personnel and Student Appointment Forms (forms 16, 8, #1)
Authority: *The University of Manitoba Act.*
Purpose for Collection:
Information:
Other Uses and Disclosures:
Retention and Disposition:

Graduate Student Files
Authority: *The University of Manitoba Act.*
Purpose for Collection:
Information:
Other Uses and Disclosures:
Retention and Disposition:

PHYSIOLOGY

The Department of Physiology at the University of Manitoba consists of several major research divisions and graduate training programs. Of particular note are the Division of Cardiovascular Sciences, the Division of Molecular Endocrinology, the Division of Neurosciences, and the Division of Respirology and Smooth Muscle. In addition, the Department has strong ties with the Manitoba Institute of Cell Biology, the Institute for Biodiagnostics of the National Research Council of Canada, the Diabetes Research and Treatment Centre, and the Spinal

Cord Research Centre. The Department offers basic courses in physiology, cell biology, molecular biology, statistics, and electronics for scientists, as well as numerous specialty courses designed to meet the needs of students in each of the major divisions of the Department. The Department offers M.Sc., Ph.D. and M.D./Ph.D. degrees, and participates in the Faculty

Financial Files

Program Files

Committee Files

Personnel Files
Authority: *The University of Manitoba Act.*
Purpose for Collection:
Information:
Other Uses and Disclosures:
Retention and Disposition:

Student Files
Authority: *The University of Manitoba Act.*
Purpose for Collection:
Information:
Other Uses and Disclosures:
Retention and Disposition:

Student Files (IMS database)
Authority: *The University of Manitoba Act.*
Purpose for Collection:
Information:
Other Uses and Disclosures:
Retention and Disposition:

PSYCHIATRY

Financial Files

Program Files

Committee Records

Personnel Files
Authority: *The University of Manitoba Act.*
Purpose for Collection:
Information:
Other Uses and Disclosures:
Retention and Disposition:

Student Files
Authority: *The University of Manitoba Act.*
Purpose for Collection:
Information:
Other Uses and Disclosures:
Retention and Disposition:

RADIOLOGY

There are two centres for radiology associated with the University of Manitoba, the Health Sciences Centre and Saint-Boniface General Hospital. Radiology consists of various sections of study: adult radiology, pediatric radiology, nuclear medicine, diagnostic ultrasound, basic sciences, medical physics and radiopharmacy.

Office Files

Personnel (resident) Files
Authority: *The University of Manitoba Act.*
Purpose for Collection:
Information:
Other Uses and Disclosures:
Retention and Disposition:

SURGERY

The department of Surgery is affiliated with the two teaching hospitals of Manitoba, the Health Sciences Centre and the Saint-Boniface General Hospital. The Department consist of the following sections: general surgery, vascular, cardiac, thoracic, plastic, neuro, orthopedic, urology and dentistry/oral.

Office Files

Program Files

Personnel Files
Authority: *The University of Manitoba Act.*
Purpose for Collection:
Information:
Other Uses and Disclosures:
Retention and Disposition:

Resident Files
Authority: *The University of Manitoba Act.*
Purpose for Collection:
Information:
Other Uses and Disclosures:
Retention and Disposition:

Patient Charts
Records fall under PHIA.

SCHOOL OF MEDICAL REHABILITATION

The School of Medical Rehabilitation (SMR) was established in September 1960 as a response by the University of Manitoba to the increasing need for occupational and physical therapists. It was founded as an academic unit within the Faculty of Medicine and was located originally in the Children's Hospital. The Senate of the University of Manitoba gave approval in 1964 for extensions of the original Diploma curricula from two and one-half to three years. Optional fourth year programs leading to the degrees of Bachelor of Occupational Therapy and Bachelor of Physical Therapy were approved by Senate in 1966. In February 1976, new undergraduate programs leading to the degrees Bachelor of Medical Rehabilitation (Occupational Therapy) and Bachelor of Medical Rehabilitation (Physical Therapy) were approved by Senate in recognition of expanding roles of occupational and physical therapy in health care. The Diploma Programs were discontinued. Effective September 1989, a revised B.M.R. (O.T.) and a revised B.M.R. (P.T.) program were introduced.

In 1989 a Masters of Physical Therapy program was approved and in 1992 the program became an MSc (Rehabilitation), in which all other disciplines related to rehabilitation could further their research endeavors.

In 1996, the school was given 25,000 sq. feet of new space in the old Medical Library Building and a major redevelopment plan is underway.

Office Files

Financial Files

Program Files

Grants Information

Personnel Files
Authority: *The University of Manitoba Act.*
Purpose for Collection:
Information:
Other Uses and Disclosures:
Retention and Disposition:

Student Files
Authority: *The University of Manitoba Act.*
Purpose for Collection:
Information:
Other Uses and Disclosures:
Retention and Disposition:

Admissions/Registration Files (active files)
Authority: *The University of Manitoba Act.*
Purpose for Collection:
Information:

Other Uses and Disclosures:
Retention and Disposition: eventually filed in the student record.

Human Performance Laboratory

To undertake rehabilitation research directed at understanding the neuromuscular factors involved in the production of human motion related to; (1) the etiology of injury, (2) the prevention of injury, (3) the development of therapeutic interventions, and (4) the enhancement of human performance

CENTRES, LABORATORIES,INSTITUTES AND RESEARCH GROUPS

Institute of Cardiovascular Sciences

The Institute of Cardiovascular Sciences was established at the St. Boniface General Hospital Research Centre as a collaborative effort between the University of Manitoba and the St. Boniface General Hospital. This Institute replaces the Division of Cardiovascular Sciences located on the 3rd floor of the St. Boniface General Hospital Research Centre. The purpose of the Institute is to (i) develop multidisciplinary research programs to understand the pathophysiology and therapy of different cardiovascular diseases; (ii) provide state-of-the-art education and training to undergraduate students, graduate students, post-doctoral fellows and visiting scientists; (iii) encourage research collaborations between basic and clinical cardiovascular scientists; (iv) promote the formation of national and international network for collaboration in cardiovascular research; (v) promote partnership with government, private and corporate sectors for cardiovascular research; and (vi) serve as a valuable source of information for the practicing cardiologists and cardiovascular surgeons as well as the community at large. This Institute is a centre of excellence in research and training in cardiovascular sciences.

Financial Files

Personnel Files
Authority: *The University of Manitoba Act.*
Purpose for Collection:
Information:
Other Uses and Disclosures:
Retention and Disposition:

Student Files
Authority: *The University of Manitoba Act.*
Purpose for Collection:
Information:
Other Uses and Disclosures:
Retention and Disposition:

Centre for the Advancement of Medicine

The Centre for the Advancement of Medicine (CAM) is a unit within the Faculty of Medicine of the University of Manitoba which promotes or undertakes: (1) policy studies on the evolution of medical education, research and academically oriented clincal practice; (2) special planning and development projects related to academic medicine; (3) leadership training in medical education, research and practice; (4) development of strategic alliances with other disciplines and institutions; and (5) facilitation of private sector investment in academic medicine.

Centre for Advanced Gene Technology

Members of the Gene technology Group (GTG) have been innovators in applying molecular biotechnology to research endeavours at the University of Manitoba. These innovations have included the first cloning of a mammalian gene, through the first deployment of PCR and RNA in-situ hybridization techniques, to the establishment of the University's oligonucleotide synthesis and transgenic mouse infrastructure facilities. A consequence of our innovative approach has been to create an excellent environment in which training is offered to graduate students and postdoctoral fellows who are on the path to careers in independent research.

DNA Laboratory

This is a non-profit core facility at the University of Manitoba to provide services in custom oligonucleotide synthesis to researchers at the University and affiliated research institutes in Manitoba.

Flow Cytometry Laboratory

The Faculty of Medicine at the University of Manitoba has operated and maintained the Flow Cytometry Laboratory since 1981 as a core resouce facility for the research requirements of its biomedical investigators.

The Laboratory is funded by the Medical Research Council of Canada, the Dean of Medicine and user fees.

Manitoba Follow-up Study

Manitoba Institute of Cell Biology

The Manitoba Institute of Cell Biology was founded jointly by the Manitoba Cancer Treatment and Research Foundation and the University of Manitoba in 1969 and is located in Winnipeg, Manitoba, Canada. The Institute is housed in the Manitoba Cancer Treatment and Research Foundation building beside the Faculty of Medicine and the Health Sciences Centre. It is dedicated to fundamental research in biology and its relation to health, with a primary emphasis on cancer and related diseases. Scientists study such challenging problems as the molecular origins of cancer, the regulation of gene activity, AIDS, control of cell movement, inflammation and wound healing, programmed cell death and the biochemical action of cancer chemotherapeutics.

Neuroscience Research Program

Protein and Polypeptide Laboratory

University Medical Group

The University Health Service is a health unit consisting of family physicians, nurses and office staff. It offers a full range of medical services, including acute and minor health care problems, check ups, obstetrics, pediatrics, health and travel counselling, immunizations and health promotion programming. The University Health Service is a unit of the Student Affairs Division. Our physicians practice at the Victoria General Hospital for patients who require hospital care.

SCHOOL OF MUSIC

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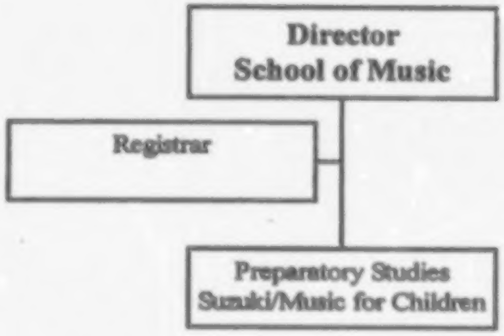
***Note:** For the address of the Access and Privacy Coordinator, see the "Addresses" section of the Handbook.*

SCHOOL OF MUSIC


Director
School of Music
Registrar
Preparatory Studies
Suzuki/Music for Children

The Department of Music began in 1944 when classes in music theory and history were instituted as electives for Arts and Science students.

In the early 1960s Senate approved a series of courses leading to a Bachelor of Music degree; the **School of Music** was established in 1964. The first students enrolled in that year for a three-year general Bachelor of Music degree.

A new music building was completed during 1965. Since then, the School has seen rapid growth and development, the establishment of a four-year Bachelor of Music program (which began in the fall of 1974) and the Integrated Bachelor of Music/Bachelor of Education degrees (from 1984).

The School of Music also includes the Preparatory Division. The highly qualified faculty of 119 offer programs including instructions on all instruments and voice at various locations throughout Winnipeg, theoretical and historical subjects, as well as special programs for Gifted Youth, Suzuki, Music for Children, Special Needs students and in Speech Arts.

DIRECTOR'S OFFICE

Records include those of the registrar's office.

Financial Files
Files on general finance (eg. budgets, payroll, etc.)

Committee Files
Minutes of the School of Music and various University of Manitoba Committees.

Personnel Records

Authority: *The University of Manitoba Act*.
Purpose for Collection: To maintain current and accurate information pertaining to the individual's employment by the University of Manitoba.
Information: Personal information may include: name; home address; home telephone number; home fax number; home e-mail address; date of birth; age; gender; marital/family status; SIN; employee number; student number; education history; staff development and training; employment history; resumes; performance appraisals; attendance reports; absence reports; vacation/leave reports; pay and benefits information.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Student Files

Authority: *The University of Manitoba Act*.
Purpose for Collection: To maintain record of student application to the School of Music for registration and completion of the B. Music Program.
Information: Personal information may include: name; home address; home telephone number; home fax number; home e-mail address; date of birth; age; gender; marital/family status; student number; transcripts; education history; reference letters; performance appraisals; attendance reports; opinions expressed about individual by another.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Promotion/Tenure Records

Authority: *The University of Manitoba Act*.
Purpose for Collection: To evaluate suitability for promotion and tenure in the Faculty of Music.
Information: Personal information may include: name; home address; home telephone number; home fax number; home e-mail address; date of birth; age; gender; marital/family status;
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

PREPARATORY STUDIES

Application Form – Kindermusik

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain records of all registration to the program.
Information: Personal information may include: name; home address; home telephone number; date of birth; age.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Application Form – Music for Children

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain records of all registration to the program.
Information: Personal information may include: name; home address; home telephone number; age.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Registration Form – Preparatory Studies

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain records of all registration to the program.
Information: Personal information may include: name; home address; home telephone number; age.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Registration Form – Musical Theatre

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain records of all registration to the program.
Information: Personal information may include: name; home address; home telephone number; age.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Registration Form – Choir Program

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain records of all registration to the program.
Information: Personal information may include: name; home address; home telephone number; age.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Registration Form – Adult Piano Course

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain records of all registration to the program.
Information: Personal information may include: name; home address; home telephone number.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Registration Form – Suzuki Program

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain records of all registration to the program.
Information: Personal information may include: name; home address; home telephone number; age.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

NATURAL RESOURCES INSTITUTE

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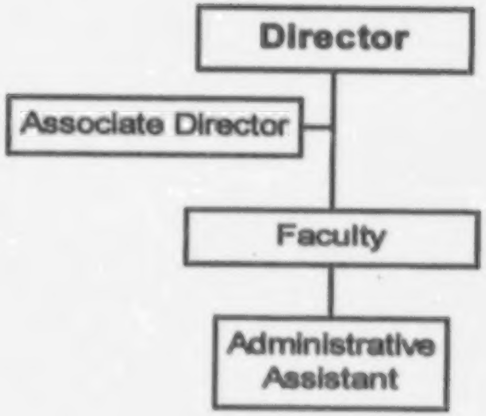
DIRECTOR'S OFFICE 21-3

***Note:** For the address of the Access and Privacy Coordinator, see the "Addresses" section of the Handbook.*

NATURAL RESOURSES INSTITUTE


Director
Associate Director
Faculty
Administrative Assistant

The Natural Resources Institute, established in 1968, offers an applied program. It is an interdisciplinary graduate unit which emphasizes problem solving skills, maintains close working relations with resource management professionals, and offers broad-based education, with an area of strength in the human dimensions of natural resources management.

DIRECTOR'S OFFICE

Director's Office records include those of the Associate Director and the Faculty.

Office Files

Departmental files regarding budgets, general financial activities, committee minutes, policies and procedures, correspondence, and other administrative records.

Personnel Files - Copies

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record for employment of personnel in the National Resources Institute.
Information: Personal Information may include: name; home address; home telephone number; home fax number; home e-mail address; date of birth; age; gender; marital/ family status; SIN; employee number; student number; education; staff development and training; employment history; resumes; reference letters; performance appraisals; vacation/ leave reports; ; class lists; grades and marks; completed term papers and assignments; and pay and benefits information. Originals held in Human Resources Centre.
Other Uses and Disclosures: None.
Retention and Disposition: Retained indefinitely in office cabinet.

Student Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of every student who applies for registration in the Natural Resources Institute.
Information: Personal Information may include: name: home address; home telephone numbers; home fax number; home e-mail address; date of birth; age; gender; marital/ family status; SIN; student number; transcripts; education history; employment history; resumes; reference letters; records of progression status; Reading Course Approval Form; and, personal health information.
Other Uses and Disclosures: Policy 423.
Retention and Disposition: Retained indefinitely in office cabinet.

Grant Application Form

Authority: Program Policy
Purpose for Collection: Files containing Grant Application Forms previously filled out by students for research projects.
Information: Personal Information may include: name; home address; home telephone number; home fax number; home e-mail address; date of birth; age; gender; marital/ family status; SIN; student number; education; employment history; resumes; previous awards received; summary of proposed research; amount of renumeration requested, and budget summary.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

FACULTY OF NURSING

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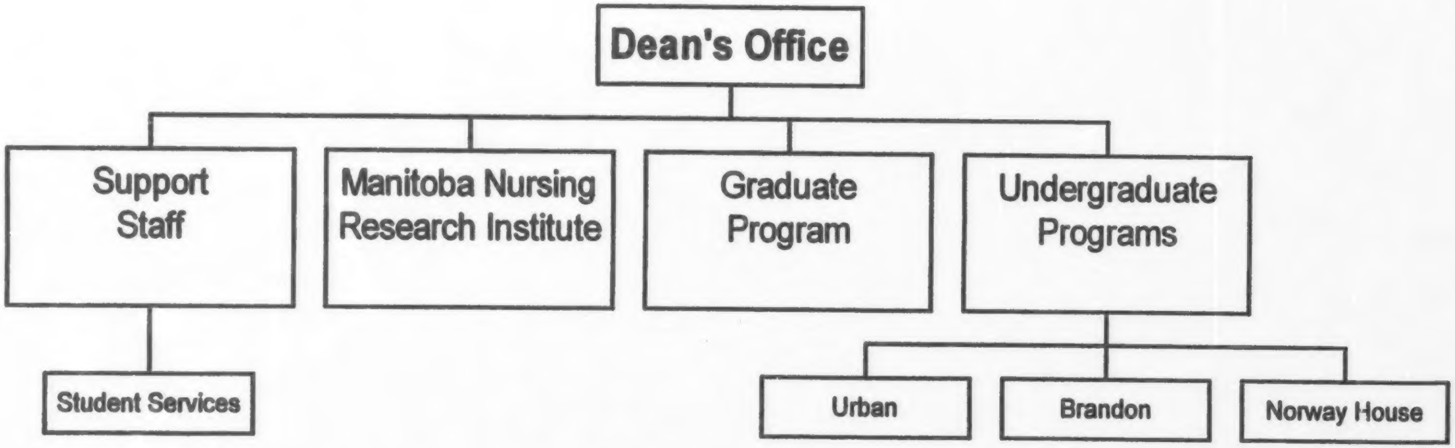
  COORDINATOR, NORWAY HOUSE 22-6

***Note:** For the address of the Access and Privacy Coordinator, see the "Addresses" section of the Handbook.*

FACULTY OF NURSING


Dean's Office
Support Staff
Manitoba Nursing Research Institute
Graduate Program
Undergraduate Programs
Student Services
Urban
Brandon
Norway House

The first Nursing program at The University of Manitoba was offered in 1943. One-year certificate courses prepared registered nurses either for teaching and supervision or for public health nursing.

As the demand for nurses with preparation beyond the one-year certificate courses grew critical, two program sequences leading to the degree of Bachelor of Nursing were designed. In 1962 the program sequence for registered nurses was offered, and in 1963 the program sequence for students from high school or other faculties in the University was established. A new program for applicants holding a Bachelor's degree in another field and for registered nurses was established in 1971. These programs were replaced by a four-year curriculum instituted in 1975 for all applicants to the School of Nursing.

A Master of Nursing program was introduced in 1979. In June 1986, the revised two-year Baccalaureate Nursing Program for Registered Nurses was approved. The four-year Baccalaureate Nursing Program was revised and first offered as the Revised Baccalaureate Nursing Program (Four Year) in September, 1990. A collaborative undergraduate program between The University of Manitoba and Health Sciences Centre commenced September 1991.

In March 1992, The School of Nursing attained faculty status. In September 1992, the collaborative undergraduate program between The University of Manitoba and St. Boniface General Hospital was initiated. In September 1995, collaboration with Brandon General Hospital began.

The mission of the **Faculty of Nursing** is to advance, communicate, and preserve nursing knowledge and to prepare individuals for the practice of professional nursing, thereby contributing to the health and well-being of individuals, groups and communities.

DEAN'S OFFICE

Office Files

Departmental files regarding budgets, general financial activities, policies and procedures, correspondence and other administrative records.

University Administration Files

Files relating to dealings with professional organizations and other universities.

Personnel Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of employment of all academic personnel in the Faculty of Nursing.
Information: Personal Information may include: name; home address; home telephone number; home fax number; home e-mail address; date of birth; age; gender; marital/ family status; SIN; employee number; education history; staff and development training; employment history; resumes; reference letters; performance appraisals; pay and benefits information; personal health information; tenure and promotion information and copies of publications.
Other Uses and Disclosures: None.
Retention and Disposition: Closed files retained for seven years and then sent to Archives & Special Collections.

Staff Database

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain an electronic record of employment all faculty and support staff in the Faculty of Nursing.
Information: Personal Information may include: name; home address; home telephone number; date of birth; gender; marital/family status; SIN; employee number; education history and pay information.
Other Uses and Disclosures: None.
Retention and Disposition: To be retained indefinitely.

SUPPORT STAFF

Office Files

Departmental files regarding budgets, general financial activities, policies and procedures, correspondence and other administrative records.

Personnel Files

Authority: *The University of Manitoba Act.*

Purpose for Collection: To maintain a record of employment of all support staff in the Faculty of Nursing.

Information: Personal Information may include: name; home address; home telephone number; date of birth; age; gender; marital/ family status; SIN; employee number; student number; education history; staff and development training; employment history; resumes; reference letters; performance appraisals;

attendance reports; absence reports; vacation/leave reports and opinions expressed about individual by another.

Other Uses and Disclosures: None.

Retention and Disposition: Closed files retained for seven years and then destroyed.

Primary Care Skills and Community Health Nursing Programs Student Files

Authority: *The University of Manitoba Act.*

Purpose for Collection: To maintain a record of applicants and registrants in Primary Care Skills and Community Health Nursing Programs.

Information: Personal Information may include: name; home address; home telephone number; home fax number; home e-mail address; date of birth; age; gender; marital/ family status; SIN; student number; education history; attendance reports; absence reports and personal health information.

Other Uses and Disclosures: None.

Retention and Disposition: Closed files retained for seven years and then destroyed.

Student Services

Student Services provides aid and guidance to prospective and current students regarding their program in the Faculty of Nursing.

Clinical Placement Program Files

Files relating to clinical placement program. Includes student information, clinical request forms.

Placement Contracts with Agencies

Files regarding the Clinical Resource Database that lists agencies, units, contact names and other information.

Student Advisory Files

File relating to correspondence; student inquiries; telephone inquiry logs; information on prospective students; immunization and CPR records; information on orientation and information sessions; public relations and recruitment material; information on current students and graduates.

Student Advisory WordPerfect Files

Files relating to student in the Faculty of Nursing which include student correspondence and memos; orientation materials; program information; lists of student awards; dean's honour roll lists.

Student Database (Paradox)

Authority: *The University of Manitoba Act.*

Purpose for Collection: To maintain a record of applicants and current students in the Faculty of Nursing.

Information: Personal Information may include: name; date of birth; gender; student number and personal health information (immunization status).

Other Uses and Disclosures: None.

Retention and Disposition: To be retained indefinitely.

AIC Student Files

Authority: *The University of Manitoba Act.*

Purpose for Collection: To maintain a record of all applicants and registrants in Adult Intensive Care courses.
Information: Personal Information may include: name; home address; home telephone number; date of birth; SIN; student number; transcripts; education history; employment history; reference letters and immunization records.
Other Uses and Disclosures: None.
Retention and Disposition: To be retained indefinitely.

AIC Grade Reporting Spreadsheets

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of grades of students enrolled in Adult Intensive Care courses.
Information: Personal Information may include: name; home address; home telephone number; date of birth; marital/family status and student number.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

MANITOBA NURSING RESEARCH INSTITUTE

The MNRI was established in 1985. It is committed to fostering the development of clinical nursing research in Manitoba.

Office Files

Departmental files regarding budgets, general financial activities, policies and procedures, correspondence and other administrative records.

Ethical Review Committee Files

Files relating to the Ethical Review committee regarding projects submitted for review by committee; periodic and expedited review forms and approval forms.

GRADUATE PROGRAM

Office Files

Departmental files regarding budgets, general financial activities, policies and procedures, correspondence and other administrative records.

Student Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of students in the Faculty's graduate program.
Information: Personal Information may include: name; home address; telephone number; home fax number; home e-mail address; date of birth; age; gender; marital/family status; SIN; student number; transcripts; national/ethnic origin; education history; staff development and training; employment history; resumes; reference letters; individual's personal opinions and opinions expressed about individuals by another.
Other Uses and Disclosures: None.
Retention and Disposition: To be retained indefinitely.

UNDERGRADUATE PROGRAMS

Office Files

Departmental files regarding budgets, general financial activities, policies and procedures, correspondence and other administrative records.

Program Files

Administrative and academic files dealing with faculty's undergraduate programs.

Skills Lab Student Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of current marks in nursing lab courses.
Information: Personal information may include: name; student number; attendance reports and absence reports.

Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Coordinator, Urban

The Urban Coordinator administers the undergraduate nursing programs at the University's Fort Garry campus in Winnipeg.

Office Files

Departmental files regarding budgets, general financial activities, policies and procedures, correspondence and other administrative records.

Program Files

Administrative and academic files dealing with faculty's undergraduate programs.

Personnel Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of applicants for sessional and term teaching positions in the Urban Undergraduate Program.
Information: Personal Information may include: name; home address; home telephone number; home fax number; home e-mail address; education history; staff development and training; employment history; resumes and reference letters.
Other Uses and Disclosures: None.
Retention and Disposition: Retained for two years and then destroyed.

Coordinator, Brandon

The Brandon Coordinator administers the University's rural undergraduate nursing program in Brandon.

Office Files

Departmental files regarding budgets, general financial activities, policies and procedures, correspondence and other administrative records.

Personnel Files

Faculty correspondence; notes and monthly reports.

Program and Agency Network Files

Electronic database of program managers and health care agencies in Westman region.

Student Clinical Evaluations

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a performance record of students in clinical program.
Information: Personal Information may include: name; student number; performance appraisals; absence reports; individual's own personal opinions and clinical grades/marks.
Other Uses and Disclosures: None.
Retention and Disposition: To be retained indefinitely.

Student Files (Student Advisor)

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of students registered in the Brandon program.
Information: Personal Information may include: name; home address; home telephone number; date of birth; gender; SIN; student number; transcripts; education history; reference letters; performance appraisals; absence reports; individual's own personal opinions and clinical marks and grades.
Other Uses and Disclosures: None.
Retention and Disposition: To be retained indefinitely.

Coordinator, Norway House

The Norway House Coordinator administers the University's northern undergraduate nursing program in Norway House.

Office Files

Departmental files regarding budgets, general financial activities, policies and procedures, correspondence and other administrative records.

Student Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of all students registered in the northern undergraduate nursing program.
Information: Personal Information may include: name; home address; home telephone number; date of birth; age; gender; marital/family status; student number; transcripts; education history; performance appraisals; attendance reports; absence reports; financial history; immunization records and CPR records.
Other Uses and Disclosures: None.
Retention and Disposition: To be retained indefinitely.

Personnel Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of employment of personnel in the Norway House Undergraduate Program.
Information: Personal Information may include: name; home address; staff development and training; resumes; reference letters; performance appraisals; attendance reports; vacation/leave reports and job descriptions.
Other Uses and Disclosures: None.
Retention and Disposition: To be retained indefinitely.

FACULTY OF PHARMACY

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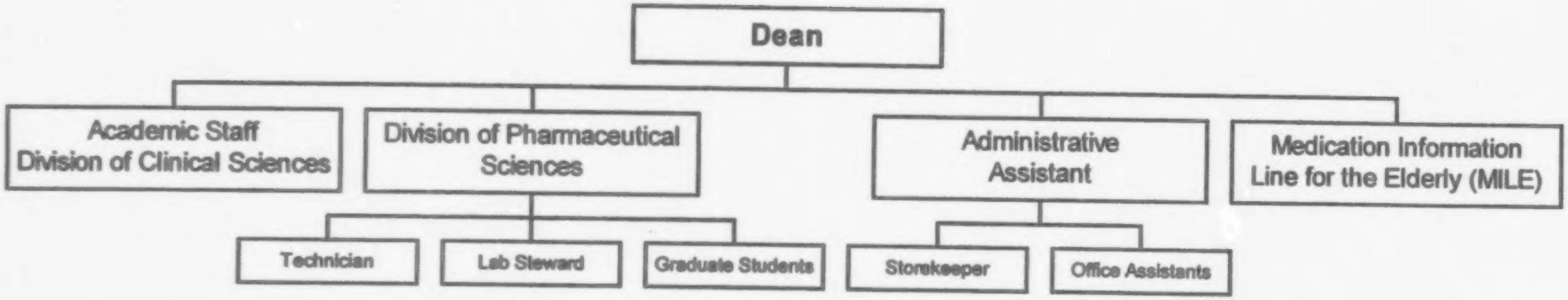
Note: *For the address of the Access and Privacy Coordinator, see the "Addresses" section of the Handbook.*

FACULTY OF PHARMACY


Dean
Academic Staff
Division of Clinical Sciences
Division of Pharmaceutical
Sciences
Administrative
Assistant
Medication Information
Line for the Elderly (MILE)
Technician
Lab Steward
Graduate Students
Storekeeper
Office Assistants

In 1899 the Manitoba College of Pharmacy was established by the Pharmaceutical Association. The College became affiliated with the University of Manitoba in 1902.

In 1914 a University Department of Pharmacy was established and the Manitoba College of Pharmacy ceased to exist as a separate institution. The University established a two-year course in pharmacy leading to a diploma. In 1938 the diploma course was discontinued, and a three-year course following senior matriculation leading to the degree of Bachelor of Science in Pharmacy was established.

The School of Pharmacy was established in 1951. In 1958 the University Senate authorized the establishment of a four-year course following senior matriculation. In 1992, a five-year course was introduced.

The School was granted Faculty status in 1970.

DEAN'S OFFICE

Office Files

Departmental files regarding budgets, general financial activities, policies and procedures, correspondence and other administrative records.

Committee Minutes

Files regarding the various minutes created by committees relating to Faculty of Pharmacy programs and students.

Program Files

Administrative and academic files dealing with faculty programs.

Student Files (Undergraduate)

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of all students registered in the Faculty of Pharmacy.
Information: Personal information may include: name; home address; home telephone number; date of birth; gender; student number; transcripts; education history; personal health information (medical reports and assessments); emergency contact name, telephone number and address; awards information; disciplinary reports.
Other Uses and Disclosures: Emergency contact numbers used only in the event of an emergency.
Retention and Disposition: Undergraduate records retained for 2 years.

Student Files (Graduate)

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of all graduate students registered in the Faculty of Pharmacy.
Information: Personal information may include: name; home address; home telephone number; date of birth; student number; transcripts; education history; reference letters; pay and benefits information; revision forms; award/scholarship information.
Other Uses and Disclosures: None.
Retention and Disposition: Graduate records retained for 5 years.

Personnel Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of all faculty and staff employed in the Faculty of Pharmacy.
Information: Personal information may include: name; home address; home fax number; home e-mail address; date of birth; age; gender; marital/family status; SIN; employee number; student number; education history; staff development and training; employment history; resumes; reference letters; performance appraisals; vacation/leave reports; pay and benefits information; research reports and announcements; maternity leave documents.
Other Uses and Disclosures: None.
Retention and Disposition: Deceased and retired records are archived in the library.

MEDICATION INFORMATION LINE FOR THE ELDERLY (MILE)

MILE began as part of an initiative of the Faculty of Pharmacy to develop an expertise in all aspects of drug use for the elderly. It is a public service that provides information on medications via the telephone to the elderly, their care providers and health care professionals.

Student Files

Authority: *The University of Manitoba Act.*.
Purpose for Collection: To maintain records for students participating in MILE Experiential Option—Geriatric Pharmacy Course 46.455.
Information: Personal information may include: name; student number; performance appraisals; attendance reports.
Other Uses and Disclosures: None.
Retention and Disposition: Records retained for 1 year following completion of the course.

MILE Enquiry Forms

Authority: *The University of Manitoba Act.*
Purpose for Collection: Background information gathered in order to accurately respond to drug information enquiries.
Information: Personal information may include; name; home address; home telephone number; age; gender; marital/family status; physical disability; personal health information (medical reports and assessments); individual's own personal opinions (except if about another person).
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Questioncatch Program (electronic database)

Authority: *The University of Manitoba Act.*
Purpose for Collection: To gather statistical information on caller characteristics and drug information enquiries. To enable retrieval of caller history when person calls again.
Information: Personal information may include: name; home address; home telephone number; age; gender; marital/family status; personal health information (medical reports and assessments).
Other Uses and Disclosures: None.
Retention and Disposition: *To be determined.*

Student Assistant Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain records of students employed as MILE assistants.
Information: Personal information may include: name; home address; home telephone number; date of birth; age; gender; SIN; employee number; student number; employment history; resumes; reference letters; performance appraisals; attendance reports; absences reports; vacation/leave reports; pay and benefits information.
Other Uses and Disclosures: Some information is required for Careerstart application.
Retention and Disposition: To be determined.

PHYSICAL EDUCATION AND RECREATION STUDIES

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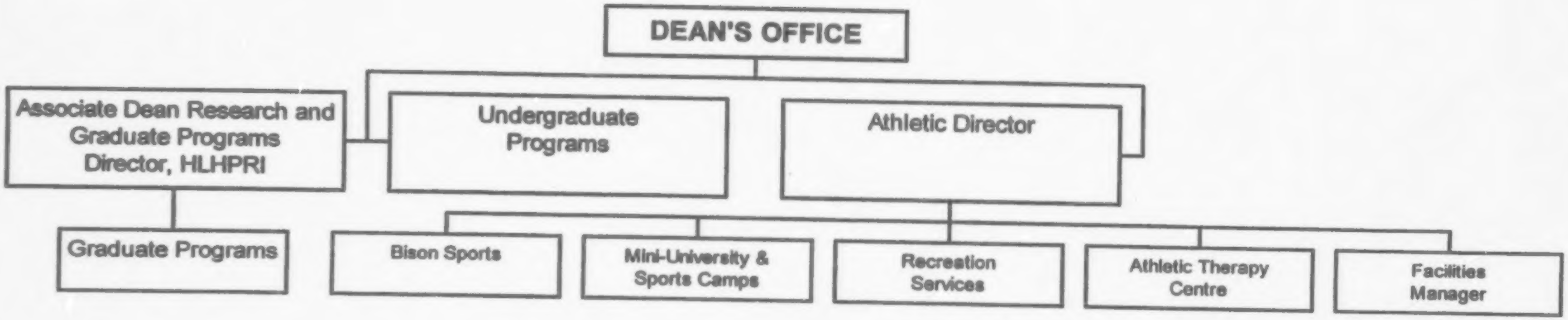
  ATHLETIC THERAPY CENTRE 24-6
  FACILITIES MANAGER 24-6

***Note:** For the address of the Access and Privacy Coordinator, see the "Addresses" section of the Handbook.*

PHYSICAL EDUCATION AND RECREATION STUDIES


DEAN'S OFFICE
Associate Dean Research and Graduate Programs Director, HLHPRI
Undergraduate Programs
Athletic Director
Graduate Programs
Bison Sports
Mini-University & Sports Camps
Recreation Services
Athletic Therapy Centre
Facilities Manager

Although a Director of Recreation position was created at the University of Manitoba in 1933, it was not until 1950 that a Department of Physical Education, Recreation and Athletics was established to provide physical education courses for the various schools and faculties. It was also assigned the responsibility of organising and administering the university's athletic and recreational programs. In 1964 the University Senate approved the establishment of a three-year Bachelor of Physical Education Program. The Department achieved the status of School of Physical Education in 1966 and Faculty status in 1982.

The **Faculty of Physical Education and Recreation Studies** currently offers undergraduate degrees in Physical Education, Recreation Studies, and Exercise and Sport Science, as well as graduate degrees in Physical Education (M.Sc.) and Recreation Studies (M.A.). It is responsible for the administration of the university's intercollegiate athletic program and the administration and operation of the university's athletic and recreational facilities. In addition, it provides a wide variety of athletic, recreational and fitness programs and services to university staff and students as well as the general public. Its mission is to expand and disseminate knowledge, to prepare professionals, and to provide service to the community in the areas of human movement and leisure.

DEAN'S OFFICE

Office Files

Budget and Grant Files; Committee Minutes.

Student Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of students progress through their program for admissions purposes, scholarships and awards, mailouts re: course changes, and other correspondence.
Information: Personal information may include: name; home address; home telephone number; date of birth; gender; marital/family status; student number; transcripts; education history; employment history; resumes; reference letters; absence reports.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Personnel Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To provide information as required for Human Resources requests regarding hiring, payroll, promotion, and tenure.
Information: Personal information may include: name; home address; home telephone number; date of birth; age; gender; marital/family status; SIN; employee number; student number; transcripts; education history; staff development and training; employment history; resumes; reference letters; performance appraisals; attendance reports; absence reports; vacation/leave reports; pay and benefits information; opinions expressed about individual by another.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Casual Staff Payroll

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain payroll information and to submit appointments and hours worked for Casual staff.
Information: Personal information may include: name; home address; home telephone number; date of birth; age; gender; marital/family status; SIN; employee number; student number; pay and benefits information.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

RESEARCH AND GRADUATE PROGRAMS

Graduate Program Co-ordinator

Student Files
Authority: *The University of Manitoba Act.*
Purpose for Collection: To keep track of all correspondence, to confirm adequacy of course content, to keep track of student's progress in program, and to provide student information for potential faculty employers.
Information: Personal information may include: name; home address; home telephone number; home fax number; home email address; date of birth; student number; transcripts; education history; attendance reports for research seminars; Annual Progress Report; correspondence with Graduate Chair; Program Approval form; Directed Study forms; Student Job Bank form.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Health, Leisure and Human Performance Research Institute

The Institute facilitates, conducts and disseminates research of the highest quality in the areas of human movement and leisure behaviour in order to contribute to an enhanced understanding of health and human performance.

Office Files
Financial Records; Student Files; Committee Minutes; Grant Applications and correspondence.

Personnel Files
Authority: *The University of Manitoba Act.*
Purpose for Collection: To keep track of attendance and vacation entitlement and for promotion information regarding support staff.
Information: Personal information may include: name; home address; home telephone number; SIN; employee number; education history; staff development and training; employment history; resumes; reference letters; performance appraisals; physical disability; attendance reports; absence reports; vacation/leave reports.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Independent Contractors File
Authority: *The University of Manitoba Act.*
Purpose for Collection: This is required information for payment of invoices and as a bank of expertise for future work.
Information: Personal information may include: name; home address; home telephone number; home fax number; home email address; SIN; resumes; reference letters.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

ATHLETIC DIRECTOR

Bison Sports

Bison Sports is responsible for the University of Manitoba's inter-university athletic program.

Administrative Files
Includes travel claims and authorisations; purchase orders; contracts; reimbursement claims, secondment agreements, team budgets.

Athlete Records
Includes CIAU information forms; team rosters; questionnaires; grades

Minutes
Includes minutes of service area meetings, coaches meetings and athletic council meetings.

Athlete Eligibility Files
Authority: *The University of Manitoba Act.*
Purpose for Collection: This information relates to the verification of a student athlete's eligibility as per C.I.A.U. rules and regulations. This

information is required in case of an audit by C.I.A.U. to verify eligibility of student athletes at the University of Manitoba.
Information: Personal information may include: name; home address; home telephone number; date of birth; gender; SIN; student number; transcripts.
Other Uses and Disclosures: This information is also required to be available for the C.C.E.S., which is the drug testing program of the C.I.A.U.
Retention and Disposition: To be determined.

Coaches Program Evaluations

Authority: *The University of Manitoba Act.*
Purpose for Collection: This information provides feedback to coaches regarding their programs. The information contains areas of strengths, weaknesses, etc.
Information: Personal information may include: name; reference letters; performance appraisals.
Other Uses and Disclosures: The records are confidential.
Retention and Disposition:

Mini-University and Sports Camps

Mini-University and Sports Camps is responsible for the administration of the university's child and youth educational and recreational programs.

Class Lists

Shredded after every session.

Personnel Files

Includes staff applications, medical information, grant applications, Child Abuse Registry records. Shredded after one year.

Registration Forms

Authority: *The University of Manitoba Act.*
Purpose for Collection: This information is required to verify a student's pertinent information in case of an emergency while attending the childrens' camps. It is also used to group students in age-appropriate activities.
Information: Personal information may include: name; home address; home telephone number; date of birth; age; gender; credit card number; physical disability (health concerns); personal health information (medical reports and assessments); medical number.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Recreation Services

Recreation Services organizes and administrates a variety of sports, recreation and fitness programs for university staff and students as well as the general public.

Office Files

Minutes of meetings; personnel files; financial records

Program Registration Files

Includes registration forms, medical information release forms.

Intramural Program Files

Instructional Program and Sport Club Files

Aquatic Program Files

Mailing Lists

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain records used for promotional and marketing purposes.
Information: Personal information may include: name; home address.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Fitness Appraisal Results

Authority: *The University of Manitoba Act.*
Purpose for Collection: To gather information for medical screening protocol and to do follow up work from the initial assessment.
Information: Personal information may include: name; home address; home telephone number; date of birth; age; gender; credit card number.

Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Athletic Therapy Centre

The Athletic Therapy Centre provides therapeutic services to the university's intercollegiate athletes, university staff and students, and the general public. It is also responsible for the Athletic Therapy Internship Program.

Athlete Medical Records

Includes injury reports, medical reports. Destroyed after five years.

Personal Patient Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To assist doctors and therapists in diagnosing the patient's condition and prescribing the treatment required.
Information: Personal information may include: name; home address; home telephone number; date of birth; gender; employee number; student number; employment history; physical disability; attendance reports; absence reports; personal health information (medical reports and assessments); medical number.
Other Uses and Disclosures: None.
Retention and Disposition: Destroyed after five years.

Student Internship Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of students in Athletic Therapy Internship Program.
Information: Personal information may include: name; home address and telephone number; reference letters; education history.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Facilities Manager

The Facilities Manager is responsible for the administration of the University of Manitoba's athletic and recreational facilities.

Office Files

Financial records; correspondence; personnel files.

Membership Information Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of patrons of the university's recreational facilities.
Information: Personal information may include: name; home address; home telephone number; gender; employee number; student number.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Rental Contracts

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of rental agreements/booking and collect payments.
Information: Personal information may include: name; home address; home telephone number; fax number.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

FACULTY OF SCIENCE

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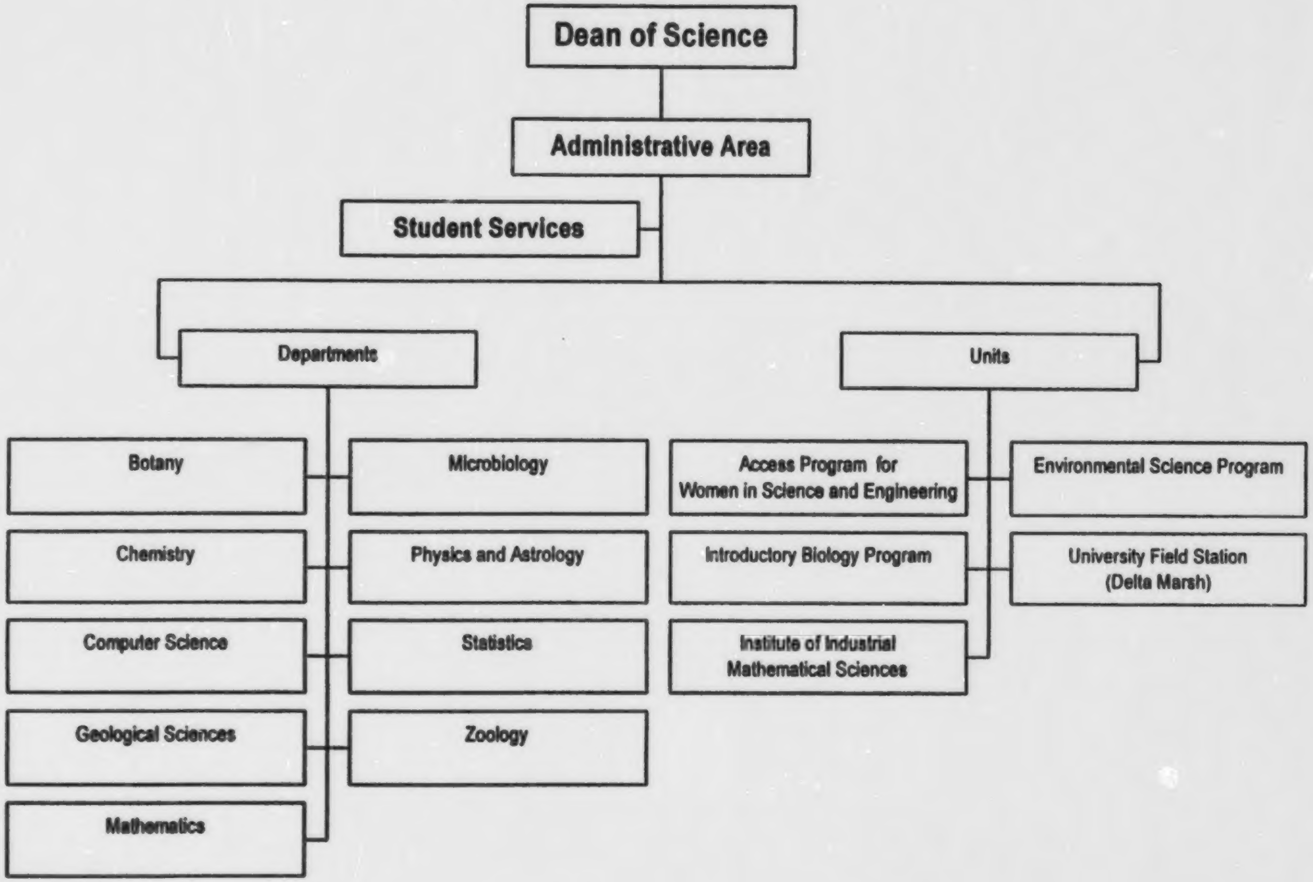
***Note:** For the address of the Access and Privacy Coordinator, see the "Addresses" section of the Handbook.*

FACULTY OF SCIENCE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The first four members of the Science Faculty were appointed in 1904. Instruction in Arts was the responsibility of the founding colleges. In 1921, a combined Faculty of Arts and Science was formed and at that time provided information in undergraduate courses in both Arts and Science and to a limited extent, in graduate studies.

Originally, instruction in both Arts and Science was given at various sites in central Winnipeg. It was not until the 1950 fall term that all years of both Arts and Science were offered on the Fort Garry campus, following the opening of new buildings for the accommodation of their students.

The **Faculty of Science** became a separate faculty in 1970 and at present includes the departments of Botany, Chemistry, Computer Science, Geological Sciences, Mathematics, Microbiology, Physics & Astronomy, Statistics, Zoology and the following units/programs: the Access Program for Women In Science and Engineering; the Introductory Biology Program; the Environmental Science Program; the University Field Station (Delta Marsh) and the Institute of Industrial Mathematical Sciences.

OFFICE OF THE DEAN

Records of the Dean's Office include those of the Dean (held by the Confidential Secretary to the Dean) and the Executive Assistant to the Dean, as well as those of the Associate Dean of Student Affairs, the Associate Dean of Administrative and Academic Planning and the Associate Dean of Research (held by the Confidential Secretary to the Associate Deans). The records of Student Services are also included under the auspices of the Office of the Dean (held by administrative assistants).

ADMINISTRATIVE AREA

The Administrative area is comprised of the records of the Office of the Dean, the Executive Assistant to the Dean and the three Associate Deans.

Office Files

Departmental files regarding budgets (arranged in binders), general financial activities, space and inventory reports, committee minutes, policies and procedures, research data, correspondence and other administrative records.

Research Development Fund

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of research development fund applications.
Information: Personal information may include: name; ranking of application relative to other applications.
Other Uses and Disclosures: None.
Retention and Disposition: Kept annually until recipients are announced.

Program Development Fund

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of program development fund applications.
Information: Personal information may include: name; ranking of application relative to other applications.
Other Uses and Disclosures: None.
Retention and Disposition: Kept annually until recipients are announced.

Confidential Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain record of grievances and personal matters on support staff, faculty and students.
Information: Personal information may include: name; home address; home telephone number; home fax number; home e-mail address; date of birth; age; gender; marital/family status; SIN; employee number; student number; transcripts; education history; staff development and training;

employment history; resumes; reference letters; performance appraisals; physical disability; attendance reports; absence reports; vacation/leave reports; pay and benefits information; personal health information (medical reports and assessments); individual's own personal opinions (except if about another person).
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Faculty Curriculum Vitae

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain the curriculum vitae of most faculty members, past and present, in the Faculty of Science.
Information: Personal information may include: name; home address; home telephone number; home fax number; home e-mail address; date of birth; age; gender; marital/family status; SIN; employee number; national/ethnic origin; education history; employment history; financial history (research grants). Grouped in categories of Biological, Mathematical or Physical, and then by department and then by name.
Other Uses and Disclosures: Award nominations and research statistics.
Retention and Disposition: To be determined.

Personnel Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain employment records of all personnel, including Research Associates, and CUPE TAs and Sessionals, in the Faculty of Science for all Human Resources activities.
Information: Personal information may include: name; home address; home telephone number; home fax number; home e-mail address; date of birth; age; gender; marital/ family status; SIN; employee number; student number; credit card number; national/ethnic origin; education history; staff development and training; employment history; resumes; reference letters; performance appraisals; physical disability; attendance reports; absence reports; vacation/leave reports; pay and benefits information; financial history; personal health information.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Student Discipline Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of investigations into student dishonesty and any resulting disciplinary action.
Information: Personal information may include: name; home address; home telephone and fax numbers; home e-mail address; date of birth; gender; marital/family status; student number; transcripts; education history; absence reports (as relates to illnesses, etc.); personal health information (medical reports and assessments); individual's own personal opinions (except about another person); opinions expressed about individual by another (e.g. Counselling Services); medical notes.
Other Uses and Disclosures: Used within University: Student Records Office (which may add notation to student's transcript); also Student's Faculty of Origin.
Retention and Disposition: To be determined.

Academic Reviews

Files regarding internal and external reviews of the individual departments of the Faculty of Sciences. Include brief histories of the departments and recommendations for changes based on the analyses. Arranged separately in binders according to department name.

Animal Care Files

Files relating to policy and procedure, protocol, site visits and committee meetings. For more information see the Department of Zoology.

Faculty Council Files

Files regarding recommendations and deliberations of the Faculty Council.

Faculty Executive Files

Files regarding recommendations and deliberations of the Faculty Executive.

SEEQ (Student Evaluation of Education Quality)
Course and instructor evaluations arranged in binders by course number.

STUDENT SERVICES

Student Services provides aid and guidance to prospective and current students regarding their program in the Faculty of Science.

Office Files
Departmental files regarding policies and procedures, correspondence and other administrative records.

Discipline Files
Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of files relating to investigations of alleged student dishonesty and any resulting disciplinary action.
Information: Personal information may include: name; home address; home telephone number; home fax number; home e-mail address; date of birth; age; gender; marital/family status; SIN; employee number; student number; transcripts; education history. The above information is contained in the Student Records (IMS) database. Also included may be: personal health information (medical reports and assessments); individual's own opinions (except if about another person); opinions expressed about individual by another; description of circumstances leading to allegation.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Personnel Files
Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain employment records of personnel in the Faculty of Science for all Human Resources activities.
Information: Personal information may include: name; home address; home telephone number; home fax number; home e-mail address; date of birth; age; gender; marital/family status; SIN; employee number; student number; education history; staff development and training; employment history; resumes; reference letters; performance appraisals; physical disability; attendance reports; absence reports; vacation/leave reports; pay and benefits information; personal health information (medical reports and assessments). Originals stored in Human Resource Centre.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Student Files
Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain an academic history on the student and a record of academic concessions if applicable.
Information: Personal Information may include: name; home address; home telephone number; date of birth; age; gender; marital/family status; SIN; student number; transcripts; national/ethnic origin; education history; reference letters; physical disability; absence reports; personal health information (medical reports and assessments).
Other Uses and Disclosures: As per existing Senate policies on Security and Disclosure of Academic Records.
Retention and Disposition: To be determined.

Committee Files
Files regarding various committees overseen by Student Services relating to Faculty of Science programs and students.

Reports Files
Files regarding population and enrolment in the Faculty of Science in relation to the courses, programs and degrees offered. Arranged according to year and session. Contain nominal rolls.

Nominal Rolls
Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of student enrolment relative to specific programs in the Faculty of Science.

Information: Personal information may include name; home address; home telephone number; student number; number of credit hours currently registered for; college, faculty, year in program information.
Other Uses and Disclosures: Information is shared with Departments whose programs students are registered in for the applicable session.
Retention and Disposition: To be determined.

ACCESS PROGRAM FOR WOMEN IN SCIENCE AND ENGINEERING (W.I.S.E.)

The Access Program for Women in Science in Engineering was established in 1990 to encourage girls and women of all ages to become interested in science and engineering. Women students in the faculties of Science and Engineering are employed as Access co-ordinators to travel out to schools throughout the province to speak to students about scientific and engineering careers. The program is jointly funded by the Faculty of Science and the Faculty of Engineering and is housed in the Faculty of Science.

Office Files

Files regarding budgets, general financial activities (in binders), policies and procedures, correspondence and other administrative records.

Personnel Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain employment records of personnel in the Access Program for Women in Sciences and Engineering for all Human Resources activities; Form 8 information.
Information: Personal information may include: name; home address; home telephone number; date of birth; gender; marital/family status; SIN; student number; employment history; resumes; reference letters; performance appraisals.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Program Files

Files relating to frequency and success of visits to individual schools and organisations.

Unit-Committee Files

Minutes, agendas and reports of the Advisory Committee as well as, various faculty committees in which members of W.I.S.E. take part.

ENVIRONMENTAL SCIENCE PROGRAM

Environmental Science is the application of scientific knowledge from many disciplines, such as geology, zoology, chemistry and mathematics, to issues relating to the rapidly increasing human population, the sustainability of resource use, degradation caused by pollution and disturbance, and the endangerment and extinction of species and natural systems. The University of Manitoba offers an undergraduate degree program that leads to a 4 Year Major in Environmental Science. Students may also elect to join the Co-operative Education Option, in which they complete part of their degree requirement in the workforce.

Office Files

Files regarding budgets, general financial activities, policies and procedures, correspondence and other administrative records.

Personnel Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain employment records of personnel in the Environmental Science Program for all Human Resources activities.
Information: Personal information may include: name; home address; home telephone number; home fax number; home e-mail address; date of birth; age; gender; marital/ family status; SIN; employee number; student number; education history; resumes; reference letters.
Other Uses and Disclosures: None.

Retention and Disposition: To be determined.

Student Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of every student who applies for registration in the Environmental Science Program.
Information: Personal information may include: name; home address; home telephone number; home fax number; home e-mail address; student number; transcripts; education history; reference letters; individual's own personal opinions (except if about another person).
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Student Co-op Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of every student participating in the Co-op program in the Environmental Science and Ecology Programs.
Information: Personal information may include: name; home address; home telephone number; home fax number; home e-mail address; date of birth; age; gender; marital/family status; SIN; student number; transcripts; resumes; reference letters; performance appraisals; individual's own personal opinion (except if about another person); opinions expressed about individual by another.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Employer Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of every employer involved in the co-op program.
Information: Personal information may include: name; business address; business telephone number; business fax number; business e-mail address; performance appraisals; individual's own personal opinions (except if about another person).
Other Uses and Disclosures: Share, upon request, with student employment services and other co-op programs on campus.
Retention and Disposition: To be determined.

Program Files

Files relating to and describing the programs and courses offered in the Environmental Science Program.

INTRODUCTORY BIOLOGY PROGRAM

The Introductory Biology program is intended to give Science students a grounding in the biological sciences and to prepare them for further studies in other departments such as Botany, Microbiology and Zoology.

Office Files

Files regarding budgets, general financial activities, policies and procedures, correspondence and other administrative records.

Personnel Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain employment records of personnel in the Introductory Biology Program for all Human Resources activities.
Information: Personal information may include: name; home address; age; date of birth; gender; marital/family status; SIN; home telephone number and fax number; resume; application for employment; employee number; letters of reference; employee and position classification and education and employment history.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Student Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of every student registered in the Introductory Biology Program.
Information: Personal information may include: name; home address; home telephone number; home e-mail address; date of birth; gender; student number; transcripts; education history; reference and performance appraisals.
Other Uses and Disclosures: None.

Retention and Disposition: To be determined.

Program Files
Files relating to and describing the courses offered in the Introductory Biology Program.

UNIVERSITY FIELD STATION (DELTA MARSH)

The University Field Station (Delta Marsh), a biological station of the Faculty of Science at the University of Manitoba is located on the south shore of Lake Manitoba. The primary purpose of the Field Station is a long-range research program aimed at increasing our understanding of the dynamics of the marsh ecosystem. The field station offers courses and research opportunities at the postgraduate and undergraduate levels, as well as various conferences and workshops year round.

Office Files
Files regarding budgets, general financial activities, policies and procedures, correspondence and other administrative records.

Personnel Files
Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain employment records of personnel involved with the University Field Station for all Human Resources activities.
Information: Personal information may include: name; home address; date of birth; gender; marital/ family status: SIN; employee number; education history; resumes; reference letters; attendance reports; absence reports and vacation/ leave reports.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Booking Files
Files containing booking and accommodation information regarding groups staying at the Field Station for conferences, course work or workshops. Arranged in binders according to date of visit.

Class Lists
All files relating to student visits placed in course files and organised according to name of the course.

INSTITUTE OF INDUSTRIAL MATHEMATICAL SCIENCES

Founded in 1991, the Institute of Industrial Mathematical Sciences draws upon a diverse group of professors and students of the Faculty of Science at the University of Manitoba interested in a variety of field including mathematics, applied mathematics, statistics, and computer science. The Institute also conducts contract work for industry and government.

Office Files
Files regarding budget, general financial activities, policies and procedures, correspondence and other administrative records.

Conference Files
Files regarding various conferences sponsored by the Institute of Industrial Mathematical Sciences.

Sponsored Student Files
Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of students sponsored by the Institute of Industrial Mathematical Sciences.
Information: Personal information may include: name; home address; date of birth; age; gender; marital/family status; SIN; student number; transcripts.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

DEPARTMENT OF BOTANY

The Department of Botany provides knowledge of the diversity, form and function, genetics, ecology, and evolution of green plants and fungi. Some of these courses involve fieldwork at the University Field Station at Delta Marsh. The main areas of specialisation are plant ecology, plant physiology, plant taxonomy, mycology and plant pathology. Honours and Major programs in Ecology are offered jointly by the departments of Botany and Zoology. Both programs require certain courses from Botany, Zoology, Chemistry, Statistics, and Mathematics.

Office Files

Files regarding budget, general financial activities, committee minutes and agendas, correspondence, policies and procedures, marketing, and other administrative records.

Personnel Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain employment records of academic personnel in the Department of Botany for all Human Resources activities.
Information: Personal information may include: name; home address; home telephone number; home fax number; home e-mail address; date of birth; age; gender; marital/ family status; SIN; employee number; education history; resumes; reference letters; performance appraisals; attendance reports; absence reports; vacation/ leave reports; pay and benefits information.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Student Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of every student who applies for registration in the Department of Botany.
Information: Personal information may include: name; home address; home telephone number; home e-mail address; date of birth; age; gender; marital/family status; SIN; employee number; student number; transcripts; education history; reference letters; performance appraisals; pay and benefits information.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Summer Student Employment Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of every student hired through the Careerstart Program (Provincially funded) or the Summer Career Program (Federally funded) in the Department of Botany.
Information: Personal information may include: name; home address; home telephone number; date of birth; education; transcripts; reference letters; individual's own personal opinions; performance appraisals.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Capital Equipment Files

Files containing inventory and cost reports relating to lab equipment.

DEPARTMENT OF CHEMISTRY

The Department of Chemistry was founded in 1904 and today encompasses programs and research activities in the areas of Analytical Chemistry; Biochemistry; Inorganic and Analytic Chemistry; Organic Chemistry; Physical Chemistry and Biotechnology. Graduate studies must be undertaken by students who wish to pursue careers in academic or advanced industrial research, or in university teaching.

Office Files

Files regarding budget, general financial activities, committee minutes, correspondence, policies and procedures, marketing, and other administrative records.

Personnel Files

Authority: *The University of Manitoba Act.*

Purpose for Collection: To maintain employment records of academic personnel in the Department of Chemistry for all Human Resources activities.
Information: Personal information may include: name; home address; home telephone number; date of birth; gender; marital/ family status; SIN; employee number; student number; transcripts; resumes; reference letters; performance appraisals. Originals stored in Human Resource Centre.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Student Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To track the progress of the student and for awards information for award selections.
Information: Personal information may include: name; home address; home telephone number; date of birth; age; SIN; student number; transcripts; education history; reference letters.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Student Employment Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain employment records and payroll information for all students working in the Department of Chemistry.
Information: Personal information may include: name; home address; home telephone number; date of birth; age; gender; SIN; student number; opinions expressed about individual by another (TA evaluation forms).
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Graduate Student Forms

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of every student in the graduate program in the Department of Chemistry.
Information: Personal information may include: name; home address; home telephone number; date of birth; gender; marital/family status; student number; transcripts; education history; reference letters.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Research Grant Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of research grant applications.
Information: Personal information may include: name.
Other Uses and Disclosures: None
Retention and Disposition: To be determined.

Fellowships, Scholarships and Awards Records

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record to use in determining which student receives a fellowship, scholarship or award.
Information: Personal information may include: name; home address; home telephone number; date of birth; gender; SIN; student number; transcripts.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Program and Course Files

Files relating to and describing the courses offered in the Department of Chemistry. Filed according to course number.

DEPARTMENT OF COMPUTER SCIENCE

The four year major and honours programs each contain a voluntary cooperative option under which students participate in three, four-month work periods gaining valuable experience as part of their university study.

Office Files

Files regarding budget, general financial activities, committee minutes and agendas, correspondence, policies and procedures, purchasing; telephone expenses; marketing, and other administrative records.

SEEQ (Student Evaluation of Education Quality)

Course and instructor evaluations arranged in binders by course number.

Personnel Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain employment records of all personnel in the Department of Computer Science for all Human Resources activities.
Information: Personal information may include: name; date of birth; SIN; employee number; education history; employment history; resumes; performance appraisals; absence reports; vacation/leave reports; annual reviews. Originals stored in Human Resource Centre.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Student Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of every student in the various programs of the Department of Computer Science.
Information: Personal Information may include: name; home address; home telephone number; student number.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Student Co-op Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of every student participating in the co-op program in the Department of Computer Science, and to send information to co-op employers as needed.
Information: Personal information may include: name; home address; home telephone number; SIN; student number; transcripts; education history; employment history (co-op only); resumes (during work term); performance appraisals; information release forms.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Employer Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of every employer involved in the co-op program in the Department of Computer Science for contact during co-op job recruitment process.
Information: Personal information may include: name.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Co-op Files

Files relating to committee minutes and agendas as well as the planning and preparation of co-op activities.

Change of Grades

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of grades and grade changes.
Information: Personal information may include: name; student number.
Other Uses and Disclosures: None.
Retention and Disposition: Kept until the grade has been changed on the IMS database and the appeal period is over.

Appeal Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of appeals made in regard to grade changes.
Information: Personal information may include: name; student number.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Student Discipline Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of investigations into student dishonesty and any resulting disciplinary action.
Information: Personal information may include: name; student number; individual's own personal opinion (except if about another person); letter stating decision in case; any documentation submitted by student or professor.
Other Uses and Disclosures: None.

Retention and Disposition: Kept in case appealed to higher level and to prepare annual report to the Senate.

Research Grant Files

Authority: *The University of Manitoba Act*.
Purpose for Collection: To maintain a record of research grant applications. Both funding agencies and Revenue Canada require this information.
Information: Personal information may include: name; grant number; purchase orders, etc. spent with grant funds.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Course Sectioning Files

Files regarding population and enrolment in the Department of Computer Science in relation to the courses, program and degrees offered. Arranged according to year and session.

Professional Development Allowance

Authority: *The University of Manitoba Act*.
Purpose for Collection: To maintain a record for all expenses incurred by individual faculty members, through work related expenditures, in the Department of Computer Science.
Information: Personal information may include: invoices; purchase orders.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Travel Arrangement Form Files

Authority: *The University of Manitoba Act*.
Purpose for Collection: To maintain a record for all travel made by persons in the Department of Computer Science. Used to track travel allowance spending and to cross check it with grant/budget statements.
Information: Personal information may include: name; destination; reason for trip; what account/grant used.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

DEPARTMENT OF GEOLOGICAL SCIENCES

Geological Sciences is a term encompassing those sciences that attempt to understand the earth and its neighbours in space. This includes the Earth's origin as a planet and its evolution over 4.5 billion years. The department concentrates on two interrelated disciplines that require the application of all the basic sciences to our understanding the earth. Students in Geology study the solid earth, its composition and the processes that operate beneath and on its surface. Field work and laboratory studies are important components of geological and geophysical programs. Students are involved in field trips throughout their course of study and take part in training at the Star Lake Field station in Manitoba.

Office Files

Files regarding budget, general financial activities, committee minutes, correspondence, policies and procedures, marketing, and other administrative records.

Personnel Files

Authority: *The University of Manitoba Act*.
Purpose for Collection: To maintain employment records of all personnel in the Department of Geological Sciences for all Human Resources activities.
Information: Personal information may include: name; home address; home telephone number; date of birth; age; gender; marital/ family status; SIN; employee number; student number; education history; staff development and training; employment history; resumes; performance appraisals; vacation/ leave reports; pay and benefits information; financial history. Originals stored in Human Resource Centre.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Student Files

Authority: *The University of Manitoba Act*.
Purpose for Collection: To maintain a record of every student who applies for registration in the Department of Geological Sciences.

Information: Personal information may include: name; home address; home telephone number; date of birth; age; student number; transcripts; education history; reference letters; honours/major form; application form (graduate students).
Other Uses and Disclosures: To write reference letters.
Retention and Disposition: To be determined.

Research Grant Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of research grant activity.
Information: Personal information may include: name; education history; summary of proposed research; budget information.
Other Uses and Disclosures: None.
Retention and Disposition: Kept annually until recipients are announced.

DEPARTMENT OF MATHEMATICS

Research areas include algebra, analysis, computational mechanics, computer graphics, differential equations, discrete mathematics, finite-element methods, foundations, geometry, matrix computations, numerical analysis and topology.

Office Files

Files regarding budget, general financial activities, committee minutes, correspondence, policies and procedures, marketing, and other administrative records.

Capital Equipment Files

Files containing inventory and cost reports relating to lab equipment.

Exam Files

Files relating to previous exams given in the Department of Mathematics.

Program and Course Files

Files relating to and describing the courses offered in the Department of Mathematics. Filed according to course number.

Personnel Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain employment records of academic personnel in the Department of Mathematics for all Human Resources activities.
Information: Personal information may include: name; home address; home telephone number; home fax number; home e-mail address; age; gender; marital/ family status; President # 1 Forms: SIN; employee number; date of birth; education history; employment history; resumes; reference letters; attendance reports; absence reports; professional information; financial information; education; reference letters; performance appraisals; physical disability; vacation/ leave reports; pay and benefits information; tenure and promotion information; opinions expressed about an individual by another; research grant information. Originals stored in Human Resource Centre.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Student Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of every student who applies for registration in the Department of Mathematics.
Information: Personal information may include: name; home address; home telephone number; home fax number; race; education; transcripts; reference letters; application for admission; individual's own personal opinions; performance appraisals; financial history; statement of release.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Student Employment Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of every student working in the Department of Mathematics.

Information: Personal information may include: age; gender; marital/family status; SIN; employee number; student number; transcripts; employment history; resumes; pay and benefits information; individual's own personal opinions (except if about another person); opinions expressed about individual by another.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

DEPARTMENT OF MICROBIOLOGY

Microbiology offers courses in ecology, genetics, cell biology, evolution and other topics. Current developments such as cloning, recombinant DNA and gene sequencing are explored. The major and honours programs in Biochemistry are designed for students interested in the Chemistry of biological processes and substances. The honours program in biotechnology offers a mixture of courses in micro

Office Files

Files regarding budget, general financial activities, committee minutes, correspondence, policies and procedures, marketing, and other administrative records.

Personnel Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain employment records of personnel in the Department of Microbiology for all Human Resources activities.
Information: Personal information may include: name; home address; home telephone number; home fax number; home e-mail address; age; gender; marital/ family status; President #1 Forms: SIN; employee number; date of birth; education history; employment history; resumes; reference letters; attendance reports; absence reports; professional information; financial information; education; reference letters; performance appraisals; physical disability; vacation/ leave reports; pay and benefits information; tenure and promotion information and opinions expressed about an individual by another. Originals stored in Human Resource Centre.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Student Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of every student who applies for registration in the Department of Microbiology.
Information: Personal information may include: name; home address; home telephone number; home fax number; race; education; transcripts; reference letters; application for admission; individual's own personal opinions; performance appraisals; and statement of release.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

DEPARTMENT OF PHYSICS & ASTRONOMY

Physics' professors at the University of Manitoba are internationally recognised for their research in many important areas, ranging from subatomic physics at the shortest distance scales accessible with high energy particle accelerators, to condensed matter physics carried out in research laboratories in the department, to applications of physics in the communications industry and in medicine. Astronomy attempts to unravel the mysteries behind the question of our place in the universe. Discoveries of quasars and pulsars, theoretical ideas of the evolution of the universe, observations of comets and asteroids are a few of the fascinating areas of study. The department offers programs of study leading to general, major, honours, and joint honours degrees at the Bachelor of Science level as well as graduate programs for Master of Science and Doctor of Philosophy degrees.

Office Files

Files regarding budget, general financial activities, committee minutes, correspondence, policies and procedures, marketing, and other administrative records.

Program and Course Files

Files relating to and describing the courses offered in the Department of Physics and Astronomy. Filed according to course number.

Personnel Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain employment records of all past and present personnel in the Department of Physics and Astronomy for all Human Resources activities.
Information: Personal information may include: name; home address; date of birth; gender; SIN; employee number; student number; transcripts; education history; employment history; resumes; reference letters; performance appraisals; pay and benefits information. Originals stored in Human Resource Centre.
Other Uses and Disclosures: Sometimes required by the President's Office upon the death of an employee.
Retention and Disposition: To be determined.

Student Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of every student who applies for registration in the Department of Physics and Astronomy.
Information: Personal information may include: name; home address; date of birth; student number; transcripts; education history.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Research Grant Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of research grant applications and recipients.
Information: Personal information may include: financial history.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

DEPARTMENT OF STATISTICS

Statistics requires thinking about the origins of the data; about the objectives of the study; about possible effects of anomalous observations; and about good graphical methods to present the data not just simply plugging numbers in to formulae.

Office Files

Files regarding budget, general financial activities, committee minutes, correspondence, policies and procedures, marketing, and other administrative records.

Program and Course Files

Files relating to and describing the courses offered in the Department of Statistics. Filed according to course number.

Personnel Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain employment records of all personnel in the Department of Statistics for all Human Resources activities.
Information: Personal information may include: name; home address; home telephone number; home e-mail address; date of birth; gender; marital/ family status; SIN; employee number; student number; transcripts; education history; staff development and training; employment history; resumes; reference letters; performance appraisals; pay and benefits information.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Student Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of every student who applies for registration in the Department of Statistics.
Information: Personal information may include: name; home address; home telephone number; home e-mail address; date of birth; gender; marital/family status; SIN; student number; transcripts; education history; staff development

and training; reference letters; performance appraisals; pay and benefits information.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Student Employment Files

Authority: *The University of Manitoba Act*.
Purpose for Collection: To maintain employment records for all students working in the Department of Statistics.
Information: Personal information may include: name; home address; home telephone number; home e-mail address; date of birth; gender; marital/family status; SIN; employee number; student number; transcripts; education history; employment history; resumes; reference letters; performance appraisals; attendance reports; absence reports.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

DEPARTMENT OF ZOOLOGY

Zoology is an area of biology that focuses on the study of animals. Research spans the diversity of animals from single celled protozoan to the many invertebrate and vertebrate groups. It is a science that aims to understand the structural and functional aspects of animals, their evolution, and interactions between animals with the environment. The Department of Zoology offers courses at the undergraduate level and graduate training leading to the degrees of Master of Science and Doctor of Philosophy in a broad range of biological disciplines in both field and laboratory.

Office Files

Files regarding budget, general financial activities, committee minutes, correspondence, policies and procedures, marketing, and other administrative records.

Animal Holding Operational Files

Files regarding budget, general financial activities, committee minutes, correspondence, policies and procedures, and other administrative records which relate to animal holding in the Department of Zoology.

Exam Records

Files relating to previous exams given in the Department of Zoology.

Graduate Studies Inquiries

Correspondence relating to inquiries made by prospective graduate students into the Zoology Graduate Program.

Program and Course Files

Files relating to and describing the courses offered in the Department of Zoology. Filed according to course number.

Safety Files

Files relating to the care and handling of hazardous materials in the Department of Zoology.

Personnel Files

Authority: *The University of Manitoba Act*.
Purpose for Collection: To maintain employment records of personnel in the Department of Zoology for all Human Resources activities.
Information: Personal information may include: name; home address; date of birth; gender; marital/ family status; SIN; employee number; employment history; resumes; reference letters; attendance reports; absence reports; vacation/ leave reports; personal health information (medical reports and assessments). Originals stored in Human Resource Centre.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Promotion/Tenure Files

Authority: *The University of Manitoba Act*.
Purpose for Collection: To maintain a record files relating to potential candidates for tenure.
Information: Personal information may include: name; date of birth; education history; employment history; performance appraisals.
Other Uses and Disclosures: None.

Retention and Disposition: To be determined.

Faculty Position Applications

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of applications for new positions within the Department of Zoology faculty.
Information: Personal information may include: name; home address; home telephone number; date of birth; gender; employment history; resumes; reference letters.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Student Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of every student who applies for registration in the Department of Zoology.
Information: Personal information may include: name; home address; home telephone number; date of birth; gender; SIN; student number; transcripts; reference letters.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Student Employment Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain employment records for all students working in the Department of Zoology.
Information: Personal information may include: name; home address; home telephone number; date of birth; gender; SIN; student number; transcripts; education history; staff development and training; employment history; resumes; pay and benefits information.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Fellowships, Scholarships, and Awards Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of all students within the Department of Zoology who receives an award through the University of Manitoba.
Information: Personal information may include: name; home address; home telephone number; SIN; student number; transcripts; reference letters.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Professional Development Allowance

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record for all expenses incurred by individual faculty members, through work related expenditures, in the Department of Zoology.
Information: Personal information may include: name.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Animal Holding Personnel Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain employment records for all support staff involved with animal holding in the Department of Zoology.
Information: Personal information may include: name; home address; home telephone number; home fax number; home e-mail address; date of birth; age; gender; marital/family status; SIN; employee number; education history; employment history; resumes; reference letters; performance appraisals; attendance reports; absence reports; vacation/leave reports; pay and benefits information; personal health information (medical reports and assessments); overtime banking and use.
Other Uses and Disclosures: None.
Retention and Disposition: Files destroyed after termination of employment.

Animal Holding Users

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain protocol forms and records for faculty involved in animal holding in the Department of Zoology.
Information: Personal information may include: name; granting agency for research grant.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Graduate Student Inquiries

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain records regarding students who inquire into the graduate program in the Department of Zoology.
Information: Personal information may include: name; home address; home e-mail address; transcripts; resumes.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

FACULTY OF SOCIAL WORK

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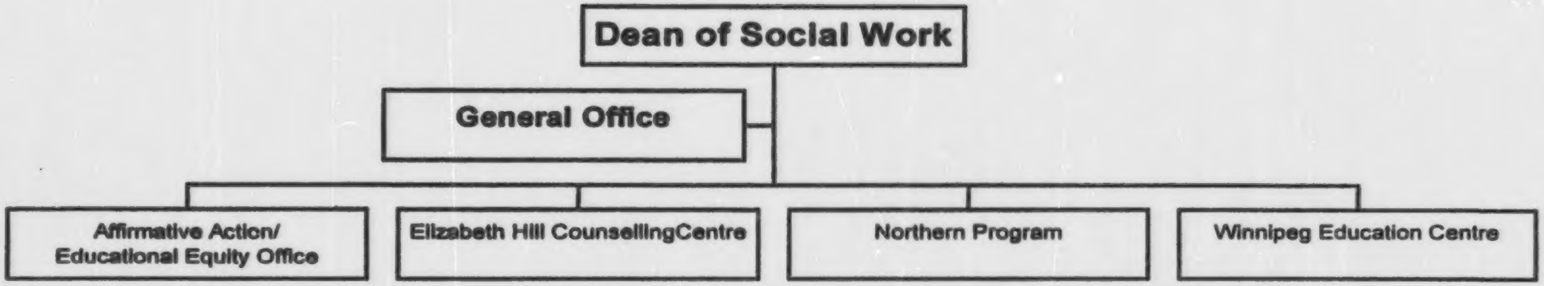
Note: ***For the address of the Access and Privacy Coordinator, see the "Addresses" section of the Handbook.***

FACULTY OF SOCIAL WORK


Dean of Social Work
General Office
Affirmative Action/ Educational Equity Office
Elizabeth Hill CounsellingCentre
Northern Program
Winnipeg Education Centre

The **Faculty of Social Work** was established in 1943 as a graduate school in the Faculty of Arts and Science. The school originally offered a one-year program leading to a graduate diploma; later this program was altered to lead to a post-baccalaureate degree. In 1952 the faculty initiated a two-year graduate program leading to the degree of Master of Social Work. In 1968 The University of Manitoba was one of several Canadian universities to introduce a Bachelor of Social Work program. The first Bachelor of Social Work class graduated along with the last class of the two-year graduate program in 1972. In 1972-1973 the Bachelor of Social Work program was reorganized into a three-year program of professional study, following successful completion of a first year of general university study. In 1972-1973, a revised master's degree program was introduced, providing advanced, specialized study for persons possessing a first professional degree in social work.

In May 1989, the university Senate and the Board of Governors approved a change in the status of the school, to that of faculty. The faculty is a charter member of the Canadian Association of Schools of Social Work. It is an associate member of the Council on Social Work Education and was accredited by that body until the Canadian organization undertook accreditation responsibilities in 1972. The faculty, in cooperation with the Continuing Education Division, offers a continuing series of seminars, institutes and workshops to assist practitioners in updating and upgrading their professional qualifications.

OFFICE OF THE DEAN

Office Files

Files regarding budgets, general financial activities, committee minutes, policies and procedures, correspondence and other administrative records.

Program Files

Files relating to and describing the programs and courses offered in the Faculty of Social Work.
SEEQ (Student Evaluation of Education Quality) Course and instructor evaluations arranged in files by course number.

Personnel Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain current and accurate information pertaining to the individual's employment by the University of Manitoba.
Information: Personal information may include: name; home address; home telephone number; home fax number; home e-mail address; date of birth; gender; marital/family status; SIN; employee number; student number; credit card number; education history; staff development and training; employment history; resumes; reference letters; performance appraisals; physical disability; absence reports; vacation/leave reports; pay and benefits information; personal health information (medical reports and assessments); individual's personal opinions; opinions expresses about individual by another.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

GENERAL OFFICE

Student Files – BSW (Fort Garry)

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record in order to aid in selection of admitting students to the Bachelor of Social Work in the Faculty of Social Work.
Information: Personal information may include: name; home address; home telephone number; date of birth; gender; marital/family status; student number; transcripts; national/ethnic origin; education history; resumes; reference letters; physical disability; individual's own personal opinions (except if about another person).
Other Uses and Disclosures: None.

Retention and Disposition: To be determined.

Student Files -MSW/Pre-MSW
Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record in order to aid in selection of admitting students to the Master's of Social Work in the Faculty of Social Work
Information: Personal information may include: name; home address; home telephone number; copy of birth certificate; marital/family status; student number; transcripts; national/ethnic origin; education history; employment history; reference letters; performance appraisals; physical disability; individual's own personal opinions (except if about another person).
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Student Files – BSW by Distance
Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of every student who applies for registration in the Bachelor of Social Work in Distance Education in the Faculty of Social Work.
Information: Personal information may include: name; home address; home telephone number; date of birth; gender; marital/family status; student number; transcripts; national/ethnic origin; education history; resumes; reference letters; physical disability; individual's own personal opinions (except if about another person).
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

AFFIRMATIVE ACTION/EDUCATIONAL EQUITY OFFICE

The aim of this office is to correct the conditions of disadvantage in professional education experienced by Aboriginal People's, Persons with Disabilities, Immigrants and Refugees to Canada, and persons who are, because of their race or colour, a Visible Minority in Canada. Accessibility and quality education have been priorities of the Faculty for many years. The Winnipeg Education Centre, the Northern Program, and the Distance Education Initiative are examples of this commitment. The Affirmative Action Initiative was introduced on the Fort Garry Campus in 1992 to increase the number of applicants and graduates from 3 priority communities: Aboriginal; Immigrant, Refugee, Visible minority; and Disability.

An Affirmative Action/Educational Equity Committee composed of faculty members, people from each of the priority groups, and students guides the initiative. Members from each respective priority community provide additional resources.

Office Files
Files regarding budgets, general financial activities, committee minutes, policies and procedures, correspondence and other administrative records.

Student Files - Mentorship
Authority: *The University of Manitoba Act.*
Purpose for Collection: To match students with volunteer mentors and maintain records of students who apply for a mentor through the AA/EE Committee.
Information: Personal information may include: name; home address; home telephone number.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

ELIZABETH HILL COUNSELLING CENTRE

Office Files
Files regarding budgets, general financial activities, committee minutes, policies and procedures, correspondence and other administrative records.

Client Files
All files fall under PHIA.

Personnel Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain current and accurate information pertaining to the individual's employment by the University of Manitoba.
Information: Personal information may include: name; home address; home telephone number; date of birth; age; SIN; employee number; education history; vacation/leave reports; pay and benefits information.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Student Evaluation Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of all student evaluation in field placement through the Elizabeth Hill Counselling Centre.
Information: Personal information may include: name, student number, performance appraisals.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

NORTHERN PROGRAM

The Thompson Bachelor of Social Work (B.S.W.) Program, based in Thompson, Manitoba, is an extension of the Fort Garry Faculty of Social Work. The program is funded by the Province of Manitoba Education and Training, Advanced Education and Skills Training Division. Students are admitted directly into a 41/2 year B.S.W. program and do not require prior university study.

The objective of this program is to enhance the accessibility of the B.S.W. program by preparing as social workers mature students who, without the support of the program, would be unable to successfully complete a university degree due to lack of financial resources, lack of academic qualifications, remote location, and cultural barriers. Special academic and financial support is provided to students admitted to the program.

Office Files

Files regarding budgets, general financial activities, committee minutes, policies and procedures, correspondence and other administrative records.

Program Files

Files relating to and describing the programs and courses offered in the Faculty of Social Work.

Personnel Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain current and accurate information pertaining to the individual's employment by the University of Manitoba.
Information: Personal information may include: name; home address; home telephone number; date of birth; age; gender; marital/family status; SIN; employee number; education history; employment history; resumes; performance appraisals; vacation/leave reports.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Student Files - BSW

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of field evaluation in order to provide reference for employment.
Information: Personal information may include: name; home address; home telephone number; date of birth; age; gender; marital/family status; SIN; student number; transcripts; race/colour; national/ethnic origin; education history; employment history; resumes; reference letters; performance appraisals; physical disability..
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

WINNIPEG EDUCATION CENTRE

The Bachelor of Social Work (B.S.W.) Program at the Winnipeg Education Centre is an inner-city extension of the Faculty of Social Work. The program is funded by the Education and Training, Advanced Education and Skills Training Division, Province of Manitoba. Students admitted to the Centre are accepted directly into a four-year B.S.W. program, and do not require prior university study. The Social Work program at the Centre operates in close association with the Bachelor of Education program offered there .

The objective of this program is to enhance the accessibility of the B.S.W. program by preparing as social workers those mature students who have had inner-city or similar social service experience, but who lack the normal university entrance requirements. Special academic and social support is provided to students admitted to the program. Staff assists candidates in arranging funding resources.

Office Files

Files regarding budgets, general financial activities, committee minutes, policies and procedures, correspondence and other administrative records.

Program Files

Files relating to and describing the programs and courses offered in the Faculty of Social Work.

Graduation Incomplete Records - BSW

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of all students who did not complete the registered at the Winnipeg Education Centre program after being admitted.
Information: Personal information may include: name; home address; home telephone number; date of birth; age; gender; marital/family status; SIN; student number; transcripts; national/ethnic origin; education history; field evaluation from agency instructor; original application form.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Personnel Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain current and accurate information pertaining to the individual's employment by the University of Manitoba.
Information: Personal information may include: name; home address; home telephone number; date of birth; gender; marital/family status; SIN; employee number; student number; education history; employment history; resumes; pay and benefits information; contract; union affiliation; classification.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Selection Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of all applicants to the Social Work Program at the Winnipeg Education Centre.
Information:.Personal information may include: name; home address; home telephone number; date of birth; age; gender; marital/family status; SIN; transcripts; national/ethnic origin; education history; employment history; financial history; personal health information (medical reports and assessments); self report on 'biography'.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Student Files - BSW

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of every undergraduate student who applies for registration at the Winnipeg Education Centre for academic advising.
Information:.Personal information may include: name; home address; home telephone number; date of birth; age; gender; marital/family status; SIN; student number; transcripts; national/ethnic origin; education history; employment history; field evaluation from placements; original application form.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Student Financial Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain records of student financial needs related to CSL and bursary awards.
Information: Personal information may include: name; home address; home telephone number;

date of birth; age; gender; marital/family status; SIN; student number; national/ethnic origin; education history; employment history; dependants; CSL documentation.

Other Uses and Disclosures: None.

Retention and Disposition: To be determined.

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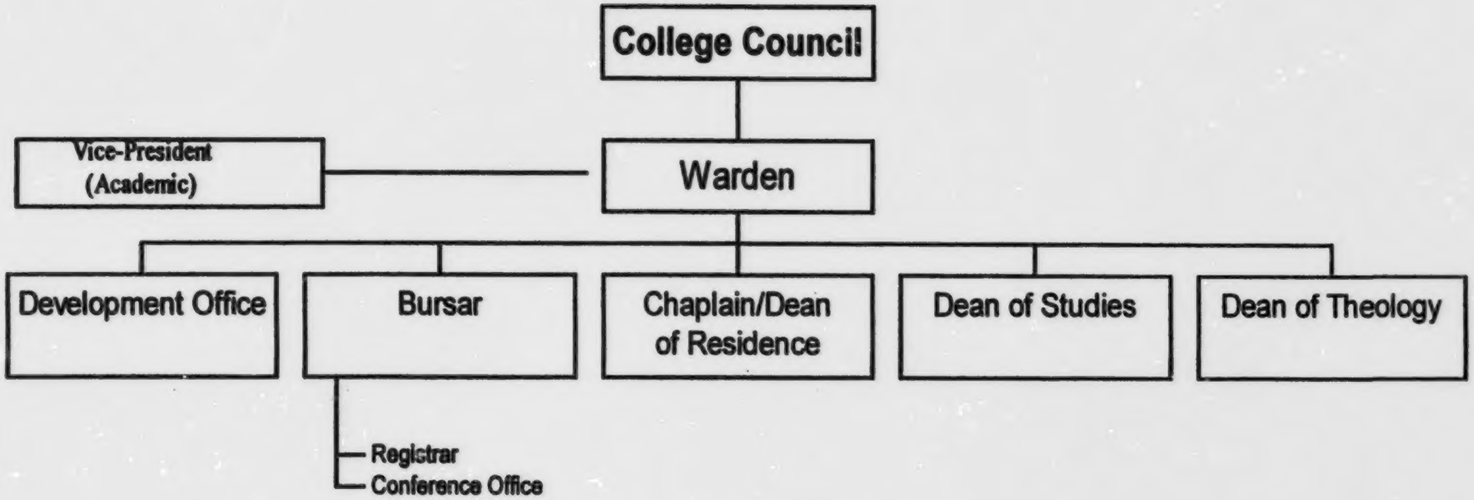
DEAN OF STUDIES 27-5
DEAN OF THEOLOGY 27-5

***Note:** For the address of the Access and Privacy Coordinator, see the "Addresses" section of the Handbook.*

ST. JOHN'S COLLEGE


College Council
Warden
Vice-President
(Academic)
Development Office
Bursar
Chaplain/Dean
of Residence
Dean of Studies
Dean of Theology
Registrar
Conference Office

St. John's College is the oldest anglophone institution of higher learning in Western Canada and is a founding and affiliated college of the University of Manitoba. The College has its roots in the early days of Manitoba's Red River Settlement and its origins can be traced to the 1820's. The College was officially founded on November 1, 1866 by Bishop Robert Machray to provide instruction in higher education and training for the ministry in the Anglican tradition.

In 1877, St. John's joined with the St. Boniface College and Manitoba College to found the University of Manitoba. In 1958, St. John's moved to its present location on the Fort Garry Campus. St. John's College is an Anglican College that grants its own degrees in Theology and is recognized by the Ecclesiastical Province of Rupert's Land as a college of standing. Students and faculty need not be Anglican. All are welcome to participate in weekly Chapel services and to find spiritual and secular support in the work of the College Chaplain.

WARDEN

Office Files

Departmental files regarding budgets, general financial activities, committee minutes, policies and procedures, correspondence, and other administrative records.

DEVELOPMENT OFFICE

Fundraising Files

Files pertaining to all fundraising activities for St. John's College.

Alumni Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain records on alumni for fundraising purposes.
Information: Personal information may include: name; home address; home telephone number; home fax number; home e-mail address; date of birth; age; gender; marital/family status; student number; credit card number; education history.
Other Uses and Disclosures: Some information is shared with the Department of Private Funding, University of Manitoba and Alumni Association, University of Manitoba.
Retention and Disposition: To be determined.

BURSAR

Records include those of the assistant bursar.

Office Files

Departmental files regarding budgets, general financial activities, committee minutes, policies and procedures, correspondence, and other administrative records.

Financial Files

Files pertaining to the general financial activities of the College.

Program Files

Files pertaining to College publications, committee activities and student services.

Personnel Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain current and accurate information pertaining to the individual's employment by the University of Manitoba.
Information: Personal information may include: name; home address; home telephone number; date of birth; age; gender; SIN; employee number; staff development and training; employment history; resumes; reference letters; performance appraisals; attendance reports; absence reports; vacation/leave reports; pay and benefits information; personal health information.
Other Uses and Disclosures: Some information may be shared with Group Insurance carrier and Pension Plan carrier.
Retention and Disposition: To be determined.

Student Account Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain current and accurate information pertaining to student's accounts at St. John's College.
Information: Personal information may include: name; home address; home telephone number; date of birth; age; gender; SIN; student number.
Other Uses and Disclosures: Some information may be shared with Student Files relating to eligibility to confirm graduation and receive transcripts from the University of Manitoba.
Retention and Disposition: To be determined.

Registrar

Office Files

Departmental files regarding budgets, general financial activities, committee minutes, policies and procedures, correspondence, and other administrative records.

Scholarship/Bursary Applications and Awards

Authority: *The University of Manitoba Act.*
Purpose for Collection: To determine eligibility to receive financial awards/bursaries.
Information: Personal information may include; name; home address; home telephone number; date of birth; marital/family status; SIN; student number; education history; reference letters; financial history.
Other Uses and Disclosures: Some information may be given to donors/sponsors identifying award/bursary recipient.
Retention and Disposition: To be determined.

Nominal Rolls

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain record of College membership, addresses and student identification.
Information: Personal information may include: name; home address; home telephone number; student number; education history.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Conference Office

Office Files

Departmental files regarding budgets, general financial activities, committee minutes, policies and procedures, correspondence, and other administrative records.

Summer Residence Application Forms

Authority: *The University of Manitoba Act.*
Purpose for Collection: To determine eligibility for Summer Residence at the College.
Information: Personal information may include: name; home address; home telephone number; home fax number; gender; student number; education history.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

CHAPLAIN AND DEAN OF RESIDENCE

Office Files

Departmental files regarding budgets, general financial activities, committee minutes, policies and procedures, correspondence, and other administrative records.

Policy Files

Files pertaining to Anglican Diocese policies.

Student Residence Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To determine eligibility to live in the College residence.
Information: Personal information may include: name; home address; home telephone number; home fax number; home e-mail address; date of birth; age; gender; marital/family status; student number; education history; reference letters;

personal health information; opinions expressed about individual by another.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

DEAN OF STUDIES

Office Files

Departmental files regarding budgets, general financial activities, committee minutes, policies and procedures, correspondence, and other administrative records.

Program Files

Files pertaining to College publications, committee activities and student services.

Fellows C.V.'s

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain an ongoing record of professional accomplishments.
Information: Personal information may include: name; education history; employment history.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Student Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: A record of progress of individual in course work.
Information: Personal information may include: name; home telephone number; student number; reference letters.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

DEAN OF THEOLOGY

Student Files (paper and electronic)

Authority: *The University of Manitoba Act.*
Purpose for Collection:. A record of progress of individual in course work.
Information: Personal information may include: name; home address; home telephone number; date of birth; age; gender; marital/family status; SIN; student number; religion/creed; education history; employment history; reference letters; personal health information.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

ST PAUL'S COLLEGE

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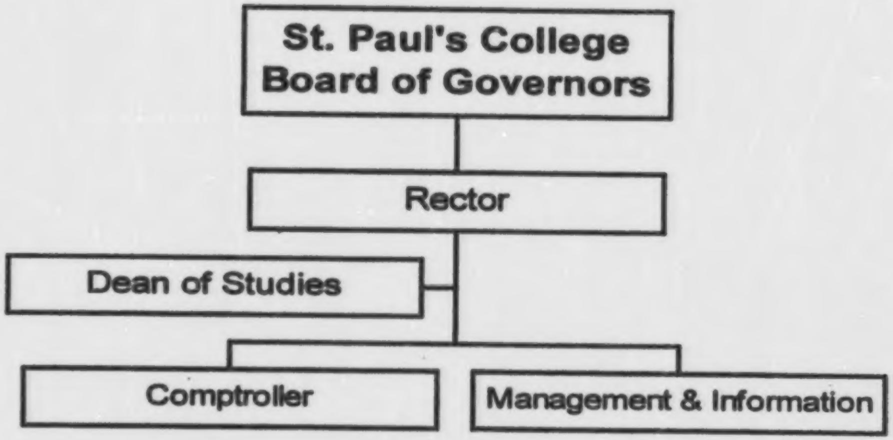
DEAN OF STUDIES 28-3
COMPTROLLER 28-4
COLLEGE MANAGEMENT AND INFORMATION 28-4

Note: ***For the address of the Access and Privacy Coordinator, see the "Addresses" section of the Handbook.***

ST. PAUL'S COLLEGE


St. Paul's College
Board of Governors
Rector
Dean of Studies
Comptroller
Management & Information

St. Paul's College is a Roman Catholic College located on the campus of the University of Manitoba. St. Paul's was established in 1926 by Archbishop Alfred Sinnott for the purpose of providing College-level and High School-level education to young men. The College moved to the University's Fort Garry Campus in 1957 and became a co-educational.

St. Paul's College is affiliated with the University of Manitoba by legal agreement. St. Paul's offers courses in the liberal arts and sciences within the University of Manitoba curriculum, and special programs in Catholic Studies. The College provides a full service Chaplaincy to our students and has one of the largest library resource collections for Catholic, Christian, and religious materials in Manitoba.

RECTOR

The mandate of the Rector is to act as the chief liaison officer and representative of St. Paul's in its dealings between the College and the greater Catholic community

Office Files

Departmental files regarding budgets, policies and procedures, committee and council activities and administrative records.

Committee Files

Records pertaining to the activities of the college assembly, team meetings, and the St. Paul's College Board of Governors.

Personnel Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain current and accurate information pertaining to the individual's employment by the University of Manitoba.
Information: Personal information may include: name; home address; home telephone number; home fax number; home e-mail address; date of birth; gender; marital status; SIN; employee number; student number; transcripts; education history; staff development and training; resumes; reference letters; performance appraisals; absence reports; vacation/leave reports.
Other Uses and Disclosures: None.
Retention and Dispositions: According to St. Paul's File Management Policy.

DEAN OF STUDIES

Office Files

Departmental files regarding policies and procedures, correspondence and other administrative records.

Committee Files

Records of minutes and reports from meetings of the Board, Assembly and various Teams.

Personnel Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain current and accurate information pertaining to the individual's employment by the University of Manitoba.
Information: Personal information may include: name; home address; home telephone number; home fax number; e-mail address; date of birth; age; gender; marital status; SIN; employee number; student number; transcripts; employment history; resumes; reference letters; performance appraisals; attendance reports; absence reports.
Other Uses and Disclosures: None.
Retention and Disposition: According to St. Paul's College File Management policy.

Student Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a history of students registered at St. Paul's College.
Information: Personal information may include: name; home address; home telephone number; home fax number; home e-mail address; date of birth; gender; marital status; student number; transcripts; reference letters; financial history.
Other Uses and Disclosures: None.

Retention and Disposition: According to St. Paul's College File Management policy.

COMPTROLLER

Office Files
Departmental files regarding policies & procedures, financial activities and other administrative records.

Financial Files
Files pertaining to the general financial activities of the College.

Personnel Files
Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain current and accurate information pertaining to the individual's employment by the University of Manitoba.
Information: Personal information may include: name; home address; home telephone number; home fax number; home e-mail address; date of birth; gender; marital/family status; SIN; employee number; student number; transcripts; employment history; resumes; reference letters; performance appraisals; vacation/leave reports; financial history.
Other Uses and Disclosures: To be determined.
Retention and Disposition: As per St. Paul's File Management policy.

COLLEGE MANAGEMENT AND INFORMATION

Office Files
Departmental files regarding budgets, general financial activities, committee minutes, policies and procedures, correspondence, and other administrative records.

Program and Project Files
Files pertaining to College publications, committee activities and student services.

Committee Files
Files regarding the activities of Boards, Assemblies and Teams.

Student Files
Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of students for the purposes of enrolment, academic activities and financial awards.
Information: Personal information may include; name; home address; home telephone number; home fax number; home e-mail address; date of birth; gender; marital/family status; student number; transcripts; education history; resumes; reference letters; performance appraisals.
Other Uses and Disclosures: None.
Retention and Disposition: According to St. Paul's File Management policy.

UNIVERSITY COLLEGE

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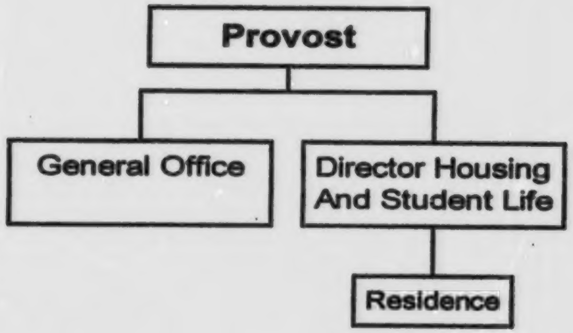
***Note:** For the address of the Access and Privacy Coordinator, see the "Addresses" section of the Handbook.*

UNIVERSITY COLLEGE


Provost
General Office
Director Housing And Student Life
Residence

University College at the University of Manitoba is a non-denominational college with faculty members, residence students, and administrative and support staff. It was created in 1964, at a time when the University's enrollment was rising rapidly, causing concern that a large and impersonal campus would be inimical to the University's educational goals. That concern is, of course, still with us

We believe the raison d'être of all colleges in a big university is that they can provide a better, smaller, and more humane environment for students, many of whom are away from home for the first time, allowing them to grow both intellectually and socially. Students are given considerable responsibility for developing their own rules of conduct and for seeing that they are obeyed. Faculty members come to the College on appointment by the Council.

PROVOST'S OFFICE

Includes records of the general office

Financial Records

Committee Files

Personnel Files
Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain records for payroll and staff benefits.
Information: Personal information may include: name; home address; home telephone number; date of birth; gender, marital/family status; SIN; employee number; student number; transcripts; employment history; resumes; performance appraisals; attendance reports; absence reports; vacation/leave reports; pay and benefits information.
Other Uses and Disclosures: Human Resources Department.
Retention and Disposition: To be determined.

RESIDENCE

Please refer to Student Affairs – Housing and Student Life.

VICE-PRESIDENT ADMINISTRATION

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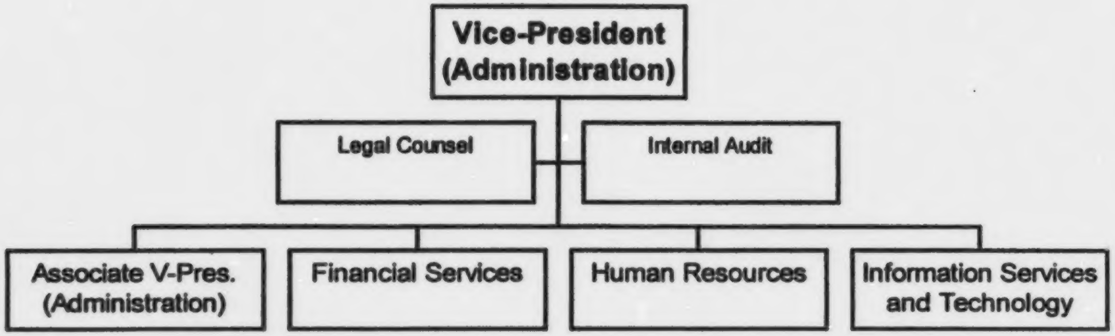
***Note:** For the address of the Access and Privacy Coordinator, see the "Addresses" section of the Handbook.*

VICE-PRESIDENT ADMINISTRATION


Vice-President
(Administration)
Legal Counsel
Internal Audit
Associate V-Pres. (Administration)
Financial Services
Human Resources
Information Services and Technology

The **Vice-President (Administration)** oversees the administration of the support aspects of the activities of the University such as being responsible for the development, security and maintenance of the University's property, including its lands, buildings, grounds and equipment. The Vice-President (Administration) is also responsible for the following units: internal audit, financial services, human resources, legal services, ancillary services, and information services and technology.

VICE-PRESIDENT (ADMINISTRATION)

Agendas

Building Projects
Files pertaining to all on-going construction at the University.

Office Files

Personnel Files
Authority: *The University of Manitoba Act*.
Purpose for Collection: To maintain a record for employment at the department level for all human resource activities.
Information: Personal information may include: name; home address; home telephone number; home fax number; home e-mail address; date of birth; gender; marital/family status; SIN; employee number; student number; credit card number; education history; staff development and training; employment history; resumes; reference letters; performance appraisals; vacation/leave reports; pay and benefits information; opinions.; termination documents; criminal/security reference checks; pension information.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Internal Audit

The Internal Audit office's mandate is to help management achieve their financial and administrative objectives by assessing their operations, identifying, strengths, findings and recommendations and preparing reports for unit management, senior management and the Board of Governors in accordance with auditing standards.

Office Files

Audit Files
General files on audit work and permanent system notes

Legal Counsel

Legal Counsel defends officers, members of the Board of Governors, or any employee of the University in carrying out his/her respective designated duties who were name or may be named as a defendant in civil proceedings.

Administrative Files
Files concerning by-laws, policies and procedures for the University and monitoring corporate files for corporations within the University.

Corporate, Commercial and Contract Files
Files containing contracts, academic programs, insurance and lease information, licences, assignments, releases, secondments, agreements, and contracts.

Patents, Trademarks, and Copyright Files
Files regarding patent, trademark, and copyright information.

Litigation Files
Authority: *The University of Manitoba Act*.
Purpose for Collection: To maintain a record of appeals, judicial reviews and torts from the Court of Queen's Bench.

Information:. Personal information may include: name; home address; home telephone and fax numbers; home e-mail address; date of birth; gender; SIN; employee number; student number; transcripts; race/colour; nation/ethnic origin; education history; employment history; resumes; reference letters; performance appraisals; physical disability; attendance reports; absence reports; vacation/leave reports; pay and benefits information; financial history; personal health information (medical reports and assessments); opinions; police/security services reports; pleadings/discharges and releases; accident reports; bankruptcy documentation; sexual harassment; Revenue Canada appeals; powers of attorney.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Gift and Trusts Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of all gift and trusts received by the University.
Information: Personal information may include: name; home address; home telephone and fax numbers; home e-mail address; date of birth; marital/family status; employee number; transcripts; education history; staff development and training; employment history; resumes; reference letters; performance appraisals; attendance reports; financial history; political belief; opinions.
Other Uses and Disclosures:
Retention and Disposition: To be determined.

Labour/Employment Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To advise/counsel Staff Benefits with respect to all labour and employment activities at the university.
Information: Files pertain to arbitration, collective bargaining, compensation, pension, WCB, resignation, wrongful dismissal and workplace safety and health. Personal information may include: name; home address; home telephone and fax numbers; home e-mail address; date of birth; gender; marital/family status; SIN; employee number; student number; race/colour; education history; staff development and training; employment history; physical disability; attendance reports; absence reports; vacation/leave reports; personal health information (medical reports and assessments); opinions.
Other Uses and Disclosures: Human Resources.
Retention and Disposition: To be determined.

ASSOCIATE VICE-PRESIDENT (ADMINISTRATION)

Please see refer to Associate Vice-President Administration.

FINANCIAL SERVICES

Please refer to Financial Services.

HUMAN RESOURCES

Please refer to Human Resources.

INFORMATION SERVICES AND TECHNOLOGY

Please refer to Information Services and Technology.

PHYSICAL PLANT

Please refer to Physical Plant.

ASSOCIATE VICE-PRESIDENT (ADMINISTRATION)

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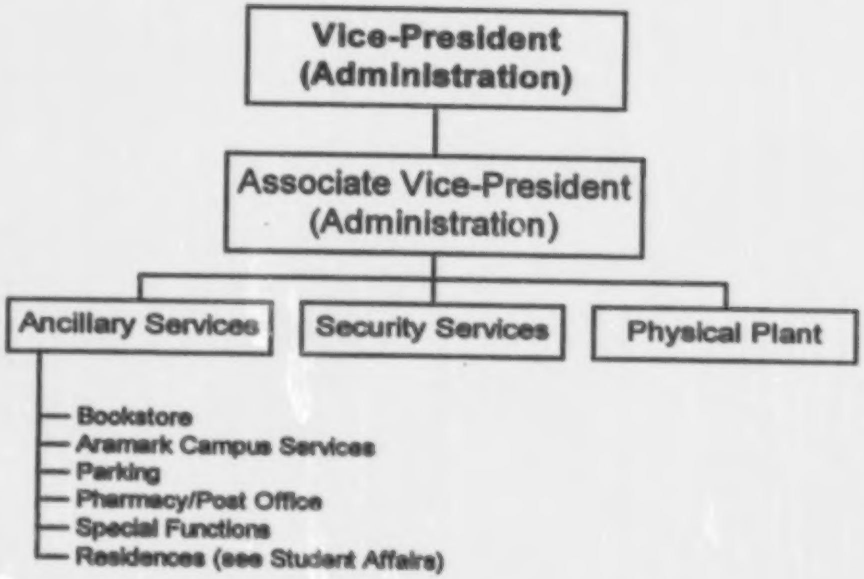
***Note:* For the address of the Access and Privacy Coordinator, see the "Addresses" section of the Handbook.**

ASSOCIATE VICE-PRESIDENT (ADMINISTRATION)


Vice-President (Administration)
Associate Vice-President (Administration)
Ancillary Services
Security Services
Physical Plant
Bookstore
Aramark Campus Services
Parking
Pharmacy/Post Office
Special Functions
Residences (see Student Affairs)

Associate Vice-President (Administration) oversees the ancillary and physical resources at the University of Manitoba. The mission of Ancillary Services is to enrich and enhance the educational experience of the University of Manitoba community by providing quality goods and services through responsible management on a cost recovery basis.

OFFICE OF ASSOCIATE VICE-PRESIDENT (ADMINISTRATION)

Office Files

Contracts
Files pertaining to commercial space for University Centre.

Current Projects
Files pertaining to new construction on campus.

Personnel Files
Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record for employment at the department level for all human resources activities.
Information: Personal information may include: name; home address; home telephone number; date of birth; age; gender; marital/family status; SIN; employee number; student number; education history; staff development and training; employment history; resumes; reference letters; performance appraisals; attendance reports; absence reports; vacation/leave reports; pay/benefits information and personal opinions.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Reconciliation of Vacation Forms
Authority: *The University of Manitoba Act.*
Purpose for Collection: to maintain record of employee vacation time within the department for human resource activities.
Information: Personal information may include: name; home address; home telephone number; employee number and vacation/leave reports.
Other Uses and Disclosures: None.
Retention and Disposition: Policy 226.

ANCILLARY SERVICES

The Ancillary Services are made up of the Book Store, Food Services, Parking Services, Residences (Business Affairs), and the Pharmacy/Postal Outlet. These departments are required to be financially self-supporting. All operating costs including salaries, benefits, utilities, supplies and expenses, as well as all capital costs are offset by revenues. These departments report to the Associate Vice-President (Administration).

Bookstore

The University of Manitoba Book Store is the 30th largest college book store out of the 2,600 in North America, with annual sales exceeding $16,000,000. The Book Store has two main locations, the larger on the 1st floor of University Centre, and the other in the Medical Library Building on the Bannatyne Campus. The Book Store provides all the textbook and course materials needed, prior to the commencement of classes through the cooperation of faculty members who are responsible for placing the textbook order. Although the Book Store is primarily responsible to service the needs of the University community, students, faculty and staff, it is also open to the general public. In addition to textbooks you will find stationary, gifts, computers and clothing.

Financial Files
Records of budgets, invoices, purchase orders, vendor files and all other financial activities required.

Repair and Return Files
Records pertaining to computer returns and repairs on merchandise sold in the store.

Supplier Contracts
Records of correspondence and contracts with various Bookstore suppliers.

Supplier Price Lists and Catalogues

Personnel Files (full-time)
Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record for full-time employment at the department level for all human resources activities.
Information: Personal information may include: name; home address; home telephone number; date of birth; age; gender; marital/family status; SIN; employee number; student number; education history; staff development and training; employment history; resumes; reference letters; performance appraisals; attendance reports; absence reports; vacation/leave reports; pay/benefits information and personal opinions.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Personnel Files (part-time)
Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record for part-time employment at the department level for all human resources activities.
Information: Personal information may include: name; home address; home telephone number; date of birth; age; gender; marital/family status; SIN; employee number; student number; education history; staff development and training; employment history; resumes; reference letters; performance appraisals; attendance reports; absence reports; vacation/leave reports and pay and benefits information.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Aramark Campus Services

Aramark Campus Services operates cafeterias throughout the Fort Garry Campus. In addition, kiosks, cafes and snack bars, including familiar national food outlets, provide a choice of products.

Financial Files
Records of budgets, invoices, purchase orders, vendor files and all other financial activities required

Personnel Files
Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a staff information file.
Information: Personal information may include: name; home address; home telephone number; date of birth; age; gender; marital/family status; SIN; employee number; student number; education history; employment history; resumes; reference letters; performance appraisals; attendance reports; absences reports; vacation/leave reports; pay and benefits information; personal health information (medical reports and assessments).
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Meal Plan Files
Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record on residence meal plan identification.
Information: Personal information may include: name; student number.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Parking Services

Over 5,800 parking spaces are available to students and staff on the Fort Garry Campus. Casual parking is also available at meters or lots with traffic dispensers. Parking services provides access to parking permits and collections of outstanding parking violations for the Fort Garry campus.

Financial Files

Records on budgets, payroll deductions reports, invoices, etc.

Parking Files

General information on parking procedures.

Personnel Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record for employment at the department level for all human resources activities
Information: Personal information may include: name; home address; home telephone number; date of birth; age; gender; marital/family status; SIN; employee number; student number; employment history; resumes; reference letters; performance appraisals; attendance reports; absence reports; vacation/leave reports; pay and benefits information.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Parking Applications

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record on student, staff, summer, handi-cap and special needs parking permits.
Information: Personal information may include: name, home address (requested only on summer applications and handi-cap/special needs applications); home telephone number (requested only on summer applications and handi-cap/special needs applications); employee number; student number; personal health information (medical reports and assessments—requested only on handi-cap/special needs requests for parking).
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Lost/Stolen Decal Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record on lost or stolen parking decals.
Information: Personal information may include: name; employee number; student number.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Holds

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of all holds located in student or Personnel Files for outstanding parking tickets.
Information: Personal information may include: name; home address; date of birth (occasionally included in file if driver's licence information is requested); employee number (if student is also an employee); student number. Parking services has access to Student Records, Human Resources and Security Services Screens(database) in order to place holds on individuals.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Collection Agency Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of all collection agency information.
Information: Personal information may include: name; home address.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined

Ticket Entry/Inquiry Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of all ticket entry and inquiry information.
Information: Personal information may include: name; home address and employee number (not shown on screen, but is listed on report of employees with outstanding violations).
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Pharmacy/Post Office

The Pharmacy provides a full dispensing service, patient counselling and a variety of health care products.

Financial Files
Records on general financial information such as budgets and revenues.

Personnel Files
Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record for employment at the departmental level for informational purposes.
Information: Personal information may include: name; home address; home telephone number; date of birth; gender; marital/family status; SIN; employee number; student number; employment history; resumes; reference letters; performance appraisals; absence reports; vacation/leave reports; pay and benefits information.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Health Files
All records fall under PHIA.

Special Functions

Financial Files

Conference Files
Records relating conferences

Catering Files
Records relating to

Residences

Please refer to Student Affairs.

SECURITY SERVICES

The University's security program is administered by Security Services. Patrol officers are sworn-in Peace Officers and have the same enforcement powers as Police Departments in the Province of Manitoba. Officers are on duty 24 hours a day, seven days a week. The Department provides service to staff, students and all users on both Fort Garry and Bannatyne Campuses. In addition to regular duties, Patrol Officers and Student Patrols provide a Safewalk service which is an escort program for people who work on campus and would like to be accompanied to their car, bus stop or campus residence.

Incident Reports
Files regarding incident reports on University campus.

Nite Owl Questionnaire
Student patrols anonymous surveys.

Correspondence

Personnel Files
Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record for employment at the department level for all human resources activities.
Information: Personal information may contain: name; home address; home telephone number; date of birth; age; gender; marital/family status; SIN; employee number; student number; transcripts; education history; staff development & training; employment history; resumes; reference letters; performance appraisals; absence reports; pay & benefits information; financial history; personal health information; commendations; complaints.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

CPIC (Canadian Police Information Centre)
Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a current and accurate database for criminal record checks

Information: Personal information may include: name; home address; date of birth; age; gender; race/colour; physical disabilities; personal health information; opinions expressed about individual by another; criminal background.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Student Records

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a current and accurate Student Records data base for emergency purposes.
Information: Personal information may include: name; home address; home telephone number; date of birth; SIN; student number; national/ethnic origin.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Driver's Abstract

Authority: *The University of Manitoba Act.*
Purpose for Collection: Database on driving record.
Information: Personal information may include: name; home address; date of birth; gender and performance appraisals.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

DVL (Driver Vehicle Licence)

Authority: *The University of Manitoba Act.*
Purpose for Collection: Motor vehicle information for traffic investigations.
Information: Personal information may include: name; home address; date of birth; gender; physical disability; licence plate number; details of vehicle.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

PARCS (Police Acutron Record Control System)

Authority: *The University of Manitoba Act.*
Purpose for Collection: Access to the Winnipeg Police System for criminal record checks.
Information: Personal information may include: name; home address; home telephone number; date of birth; age; gender; race/colour; personal health information (medical reports and assessments, including AIDS status); individual's own personal opinions (except if about another person); firearms registered to individual or on the premises.
Other Uses and Disclosures: Investigative and confidential.
Retention and Disposition: To be determined.

PHYSICAL PLANT

Please refer to Physical Plant

PHYSICAL PLANT

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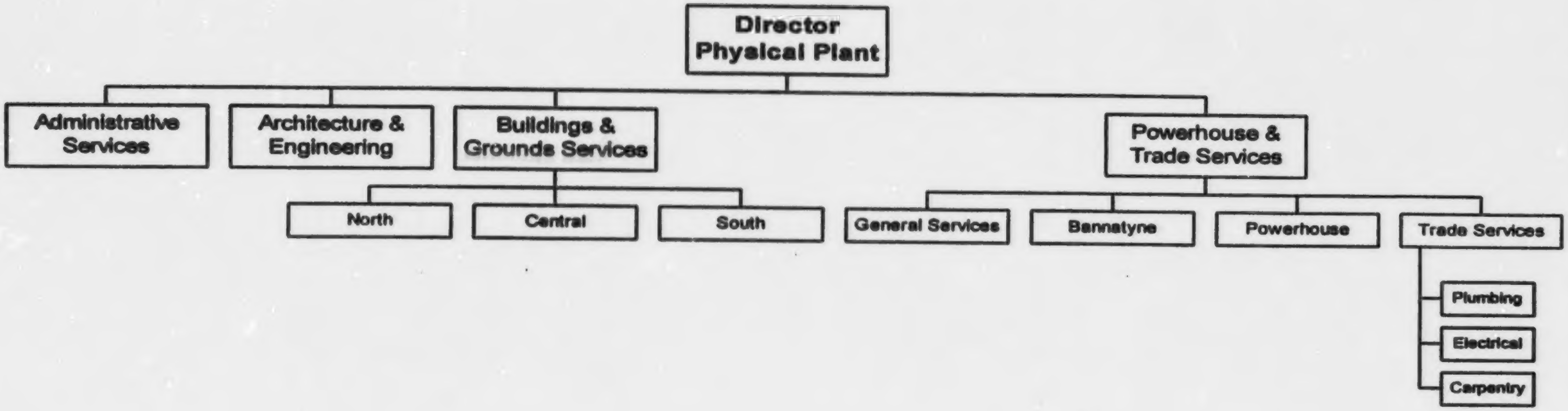
***Note:** For the address of the Access and Privacy Coordinator, see the "Addresses" section of the Handbook.*

PHYSICAL PLANT



- Director Physical Plant
  - Administrative Services
  - Architecture & Engineering
  - Buildings & Grounds Services
    - North
    - Central
    - South
  - Powerhouse & Trade Services
    - General Services
    - Bannatyne
    - Powerhouse
    - Trade Services
      - Plumbing
      - Electrical
      - Carpentry

Physical Plant is responsible for the care and upkeep of all the buildings, property and grounds of the University which includes the Fort Garry and Bannatyne Campuses, Glenlea Research Station, Delta Marsh and Star Lake Field Stations, and the President's home.

Activities include caretaking, building maintenance, alterations and additions, grounds maintenance, energy conservation, deliveries, moving, vehicle rentals, keys, storage, and security and fire alarm systems. The Physical Plant is committed to provide, maintain and optimize physical resources and environments to support the pursuit of knowledge of the University of Manitoba.

Physical Plant consists of four units: Director's office, Architecture and Engineering Services, Building and Grounds Services, and Powerhouse and Trade Services.

DIRECTOR'S OFFICE

Office Files

Departmental files regarding budgets, general financial activities, committee minutes, correspondence, policies and procedures, and other administrative records

Maintenance Management System

The system tracks all repair, preventative maintenance and project work done by the Physical Plant. Work orders are issued.

Key Management System

A system to maintain an inventory of all keys, including space information, key hierarchy, key holder and departmental information.

Capital Inventory Records

To record the inventory found in Physical Plant.

Personnel Files

Authority: *The University of Manitoba Act.*

Purpose for Collection: To maintain current and accurate information pertaining to the individual's employment by the University of Manitoba.

Information: In addition to personal records, files may include records on employee vacation, absenteeism, Worker's Compensation Board, Retirement records, Disability Costs, and travel forms which are kept in binders. Personal information may include name, home address, home telephone number; date of birth; age; gender; marital status; SIN; employee number; credit card number; education history; staff development and training; employment history; resumes; performance appraisals; attendance reports; absence reports; vacation/leave reports; pay and benefits information; personal health information (medical certificate); travel claims; commendations; disciplinary action; record of overtime.

Other Uses and Disclosures: Human Resources; Residences; Staff Benefits; Environmental Health and Safety; WCB; Financial Institutions; Manitoba Public Insurance Corporation.

Retention and Disposition: To be determined.

Gas Use File

Authority: *The University of Manitoba Act.*

Purpose for Collection: To maintain record of employee gas use.

Information: Personal information may include name, employee number; PIN number.

Other Uses and Disclosures: None.

Retention and Disposition: To be determined.

ARCHITECTURE AND ENGINEERING SERVICES

Computer Control and Monitoring System Shop (CCMS)

The CCMS is responsible for all aspects of all heating, ventilation, air conditioning, and energy management control systems within University facilities. Involvement begins with systems design and continues through installation, commissioning, training and life-long maintenance. Control system documentation includes; hardcopies of graphics, sequences of operation, hardcopies of programs and schedules, points lists; parts lists, shop drawings, copies of orders, network drawings, project correspondence, parts catalogues and operating and maintenance manuals.

Architectural and Engineering Services

Architectural and Engineering Services provide a complete, professional, architectural, engineering, interior design and project management resource. The main functions include the preparation of design and construction drawings ranging from small office renovations, computer labs, complete buildings renovations and new building construction. Other work includes date records for space management, landscaping projects and site development for both campuses, as well as storage of drawings and specifications of university buildings and projects prepared by outside firms and consultants.

System Files
Contains information on fire and security alarm systems, sprinkler systems, standpipe and fire pump systems.

Building Drawings and Specifications

Infrastructure Drawings

BUILDINGS AND GROUNDS SERVICES

North Zone, South Zone, and Central Zone

Office Files
Departmental files regarding budgets, general financial activities, committee minutes, correspondence, policies and procedures, building inspection reports, and other administrative records.

Building Inspection Reports

Personnel Files
Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain current and accurate information pertaining to the individual's employment by the University of Manitoba.
Information: Personal information may include: name; home address; home telephone number; date of birth; age; SIN; employee number; education history; job application form; staff development and training; resumes; reference letters; performance appraisals; pay and benefits information; personal health information (medical reports and assessments); disciplinary action; overtime; shift premiums; weekly time sheets and project work.
Other Uses and Disclosures: Human Resources; Residences; Staff Benefits; Environmental Health and Safety; References for potential employees; WCB; Financial Institutions; Landlord Agencies.
Retention and Disposition: To be determined.

Operational Files
Authority: *The University of Manitoba Act.*
Purpose for Collection: to maintain records of employee's vacation, retirement, absences and disabilities for human resources purposes
Information: Files may include records on employee vacation, absenteeism, Worker's Compensation Board, and travel forms. Personal information may include: name; employee

number; attendance reports; absence reports; vacation/leave reports; daily time sheets.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

POWERHOUSE AND TRADE SERVICES

Office Files

Departmental files regarding budgets, general financial activities, committee minutes, correspondence, policies and procedures, building inspection reports, and other administrative records.

Personnel Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain current and accurate information pertaining to the individual's employment by the University of Manitoba.
Information: Personal information may include: name; home address; home telephone number; date of birth; age; SIN; employee number; education history; job application form; staff development and training; resumes; reference letters; performance appraisals; pay and benefits information; personal health information (medical reports and assessments); disciplinary action; overtime; shift premiums; weekly time sheets and project work.
Other Uses and Disclosures: Human Resources; Residences; Staff Benefits; Environmental Health and Safety; References for potential employees; WCB; Financial Institutions; Landlord Agencies.
Retention and Disposition: To be determined.

Bannatyne Campus

Office Files

Departmental files regarding budgets, general financial activities, committee minutes, correspondence, policies and procedures, building inspection reports, and other administrative records.

Personnel Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain current and accurate information pertaining to the individual's employment by the University of Manitoba.
Information: Personal information may include: name; home address; home telephone number; date of birth; age; SIN; employee number; education history; job application form; staff development and training; resumes; reference letters; performance appraisals; pay and benefits information; personal health information (medical reports and assessments); disciplinary action; overtime; shift premiums; weekly time sheets and project work.
Other Uses and Disclosures: Human Resources; Residences; Staff Benefits; Environmental Health and Safety; References for potential employees; WCB; Financial Institutions; Landlord Agencies.
Retention and Disposition: To be determined.

General Services

Office Files

Departmental files regarding budgets, general financial activities, committee minutes, correspondence, policies and procedures, general operating records and other administrative records.

Personnel Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain current and accurate information pertaining to the individual's employment by the University of Manitoba.
Information: Personal information may include: name; home address; home telephone number; date of birth; age; SIN; employee number; education history; job application form; staff development and training; resumes; reference letters; performance appraisals; pay and benefits

information; personal health information (medical reports and assessments); disciplinary action; overtime; shift premiums; weekly time sheets and project work.
Other Uses and Disclosures: Human Resources; Residences; Staff Benefits; Environmental Health and Safety; References for potential employees; WCB; Financial Institutions; Landlord Agencies.
Retention and Disposition: To be determined.

Powerhouse

Office Files

Departmental files regarding budgets, general financial activities, committee minutes, correspondence, policies and procedures, general operating records and other administrative records.

Trade Services

Office Files

Departmental files regarding budgets, general financial activities, committee minutes, correspondence, policies and procedures, general operating records and other administrative records.

Personnel Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain current and accurate information pertaining to the individual's employment by the University of Manitoba.
Information: Personal information may include: name; home address; home telephone number; employee number; staff development and training; resumes; reference letters; performance appraisals; attendance reports; absence reports; vacation/leave reports; personal health information (medical reports and assessments); travel claims; commendations; disciplinary action; record of overtime; shift premiums; weekly time sheets.
Other Uses and Disclosures: Human Resources; Staff Benefits; Payroll; Environmental Health and Safety; Parking Office; WCB; Financial Institutions; References to Potential Employees; Landlord Agencies.
Retention and Disposition: To be determined.

FINANCIAL SERVICES

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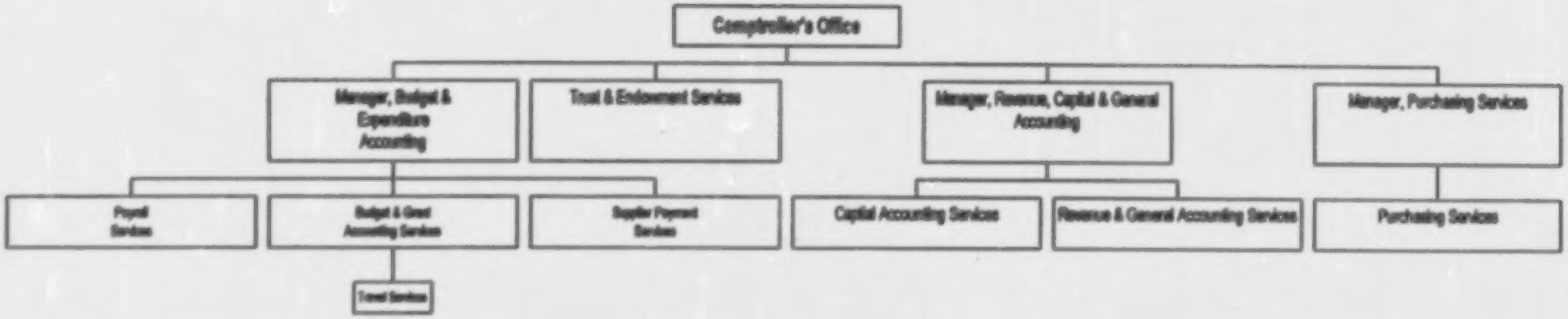
Note:* *For the address of the Access and Privacy Coordinator, see the "Addresses" section of the Handbook.

FINANCIAL SERVICES


Comptroller's Office
Manager, Budget & Expenditure Accounting
Trust & Endowment Services
Manager, Revenue, Capital & General Accounting
Manager, Purchasing Services
Payroll Services
Budget & Grant Accounting Services
Supplier Payment Services
Capital Accounting Services
Revenue & General Accounting Services
Purchasing Services
Travel Services

The mission of **Financial Services** is to provide exemplary financial and materials management services which will satisfy the needs and expectations of its many and varied customers -- students, their parents and families, staff, the Board of Governors and its committees, the President's Office, the public at large, the taxpayer, government bodies and agencies, University suppliers, and the various departments and offices in the University community. In fulfilling this mission, Financial Services must ensure that the appropriate financial controls are in place to protect and preserve University assets and must promote accountability for the use and responsible management of public funds in the University community, whether they are operating, capital, research, or trust and endowment funds.

Financial Services consists of the Comptroller's Office and 7 departments: Payroll; Budget and Grant Accounting (Fort Garry & Bannatyne locations); Travel; Supplier Payment; Trust and Endowment; Revenue, Capital, & General Accounting; and Purchasing Services.

COMPTROLLER'S OFFICE

The Comptroller's Office is responsible for the overall administration of all departments within Financial Services.

Office Files
Departmental files regarding budgets, general financial activities, personnel files for Comptroller's Office staff, geographical full-time files, employee benefit plan files, committee minutes, policies and procedures, correspondence, and other office administrative records.

Budget Files
Records of budgets and budget information compiled for each University faculty, school, administrative unit and department as approved by the University's Board of Governors.

Annual Financial Report
Annual Financial Reports of the University.

Personnel Files
Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record for employment at the department level for all human resources activities.
Information: Personal information may include: name; age; marital/family status; SIN; employee number; home address; home telephone number; home fax number; resume or application for employment; reference letters; education history; employment history; pay and benefits information; performance appraisals; termination documents; staff development and training; criminal/security reference checks; pension information.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined

Geographical Full-Time Files
Authority: *The University of Manitoba Act.*
Purpose for Collection: Generated by the Dean of Medicine's office to describe financial agreements made with doctors regarding University instruction.
Information: Personal information may include: name; SIN; salary threshold; information on financial agreements.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined

Employee Benefit Plan Files
Authority: *The University of Manitoba Act.*
Purpose for Collection: Record of employees who participate in the University of Manitoba Employee Benefit Plan.
Information: Personal information may include: name; home address; SIN; home telephone number; home fax number; date of birth; age and investment direction.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

PAYROLL SERVICES

Payroll is responsible for providing all payroll services to University employees, excluding staff benefits.

Office Files

Departmental files regarding budgets, general financial activities, personnel files for Payroll staff and other departmental administrative records.

Financial/Employee Records and Files

Records regarding the payment of salaries and wages to University employees and the payment of scholarships, bursaries, fellowships to students.

Personnel Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record for employment at the department level for all human resources activities.
Information: Personal information may include: name; age; marital/family status; SIN; home address; home telephone number; home fax number; resumes; application for employment; reference letters ;
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Employee Payroll Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a payroll record for all University employees and students paid through the University's payroll system.
Information: Personal information may include: name; age; SIN; employee number; marital/family status; home address; home telephone number; home fax number; banking information (Bank, account #); pay and benefits information; pension information; national/ethnic origin; education history.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

BUDGET AND GRANT ACCOUNTING SERVICES

Budget and Grant Accounting is responsible for budget accounting and accounting for research and non-research grants and contracts. There are two locations, one on the Fort Garry Campus and another on the Bannatyne Campus.

Office Files

Departmental files regarding budgets, general financial activities, personnel files for Budget and Grant Accounting staff and other departmental administrative records.

Financial Records, Budget

Records regarding the allocation of operating and grant funds to University departments and the striking of the annual budget for these departments. User ID files for computer security purposes are maintained.

Financial Records, General

Monthly reports from departments showing the current financial budget, commitments, actual expenditures to date, funds available, and signing authority.

Biomedical Records

Financial reports and information on grants relating to medical research.

Grant Files and Reports

Records and information on allocation of grant funds and the expenditure of those funds.

Contract Increases and Wage Rollbacks Records

Records of financial changes in the union contracts of University employees, arranged by union.

Personnel Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record for employment at the department level for all human resources activities.
Information: Personal information may include: name; age; marital/family status; SIN; employee

number; home address; home telephone number; home fax number; resume or application for employment; reference letters; education history; employment history; pay and benefits information; performance appraisals; termination documents; staff development and training; criminal/security reference checks; pension information.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

User ID Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To list all financial record account users and user identifications.
Information: Personal information may include: name; user identification.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

TRAVEL SERVICES

Travel Services is responsible for the processing of all claim forms relating to travel and business expenses of University employees. Department staff issue and follow up on accountable advances and administer the issuance and replenishment of petty cash floats. This department also administers the corporate credit card program.

Office Files

Departmental files regarding budgets, general financial activities, personnel files for Travel Services staff and other departmental administrative records.

Accountable Advances

Records regarding accountable cash advances to employees to cover expenses incurred for University business purposes.

Travel, Business Expense and Petty Cash Claims

Records regarding reimbursements for travel or business expenses and petty cash claims. Employees apply for a corporate credit card through Travel Services. Traveller's profiles are also collected by Travel Services' staff and forwarded to the designated travel agencies. As a result, these are held on a temporary basis only.

Personnel Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record for employment at the department level for all human resources activities.
Information: Personal information may include: name; age; marital/family status; SIN; employee number; home address; home telephone number; home fax number; resume or application for employment; reference letters; education history; employment history; pay and benefits information; performance appraisals; termination documents; staff development and training; criminal/security reference checks; pension information.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Accountable Advance Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of all accountable advances issued to University employees.
Information: Personal information may include: name; employee number; home address; home telephone number; home fax number; date of birth; age; banking information.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Employee Travel, Business Expense and Petty Cash Claims

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record for all travel and petty cash claims made by University employees.
Information: Personal information may include: name; SIN; employee number; marital/family status; home address; home telephone number; home fax numbers; banking information.
Other Uses and Disclosures: None.

Retention and Disposition: To be determined.

Corporate Credit Card Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of all applications for the corporate credit card made by University employees.
Information: Personal information may include: name; age; SIN; employee number; marital/family status; home address; home telephone number; home fax number; date of birth; banking information.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Traveller's Profiles

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a temporary record of traveller's profiles for the University's designated travel agencies. These are used by the agencies to accommodate the personal preferences of travellers.
Information: Personal information may include: name; SIN; passport number; citizenship & other information; employee number; marital/family status; home address; home telephone number; home fax number; frequent flyer program card numbers; and personal travel preferences.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

SUPPLIER PAYMENT SERVICES

Supplier Payment Services is responsible for the processing and payment of all vendor invoices of the University.

Office Files

Departmental files regarding budgets, general financial activities, personnel files for Supplier Payment Services staff and other departmental administrative records.

Accounts Payable Files

Records regarding accounts payable, including cheque vouchers, bank drafts, purchase orders slips, journal entries, year-end accounting files, and various expense files.

Independent Contractor Agreements

Information regarding University contracts with individuals and organizations, including Contract Authorization Requests.

Personnel Files

Authority: Program Policy
Purpose for Collection: To maintain a record for employment at the department level for all human resources activities.
Information: Personal information may include: name; marital/family status; SIN; employee number; home address; home telephone number; home fax number; resume or application for employment; reference letters; education history; employment history; pay and benefits information; performance appraisals; termination documents; staff development and training; criminal/security reference checks; pension information.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Vendor Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record for all vendors who have business relations with the university.
Information: Personal information may include: name; age; marital/family status; home address; home telephone number; home fax number; banking information; references.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

TRUST AND ENDOWMENT SERVICES

Trust and Endowment Services is responsible for accounting for the trust and endowment funds of the University, which includes the processing of student awards and administering the University Investment (pooled) and Specific Trusts.

Office Files

Departmental files regarding budgets, general financial activities, personnel files for Trust and Endowment staff and other departmental administrative records.

University Investment and Specific Trust Files

Records of individual trust and endowments, arranged by title of trust.

Loan Files

Records of loans and loan activities of students and faculty members, arranged by account number.

Scholarship, Bursary, and Award Files

Records of annually funded scholarship, bursaries, and awards, arranged by title of award.

Trust Transaction Files

Monthly reports on the financial activity of individual trust and endowment accounts.

Insurance Files

Information on individual University insurance policies.

Donation-in-Kind Files

Records of non-cash donations to the University, arranged chronologically.

T4A Records

Copies of all T4A slips sent to students or faculty members, arranged by year.

Personnel Files

Authority: *The University of Manitoba Act*.
Purpose for Collection: To maintain a record for employment at the department level for all human resources activities.
Information: Personal information may include: name; age; marital/family status; SIN; employee number; home address; home telephone number; home fax number; resume or application for employment; reference letters; education history; employment history; pay and benefits information; performance appraisals; termination documents; staff development and training; criminal/security reference checks; pension history.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

University Investment and Specific Trust Files

Authority: *The University of Manitoba Act*.
Purpose for Collection: To administer the receipt of donations which includes acceptance and valuation of a private donation, investment instructions as applicable, and the wishes of the donor in the expenditure of funds.
Information: Personal information may include: name; marital/family status; home address; home telephone number; home fax number; amount donated; anonymity instructions; banking information.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Loan Files

Authority: *The University of Manitoba Act*.
Purpose for Collection: To administer the issuance and repayment of the loan.
Information: Personal information may include: name; age; marital/family status; SIN; student number; employee number; home address; home telephone number; home fax number; personal financial statement (statement of net worth); personal life insurance information (name, value, and policy number); parental guarantees (name, address, occupation); academic information such as value of awards received to date; banking information; and promissory notes from staff members.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Scholarship, Bursary and Award Files

Authority: *The University of Manitoba Act*.
Purpose for Collection: To administer the issuance of scholarships, bursaries and awards.
Information: Personal information may include: name; age; marital/family status; student number; home address; home telephone number; home fax number; academic information such as the

faculty of study and the value of the award granted; banking information.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Donation-in-Kind Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To administer the issuance of tax receipts for non-cash donations.
Information: Personal information may include: name; marital/family status; home address; home telephone number; home fax number; value of the donation-in-kind.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

T4A Records

Authority: *The University of Manitoba Act.*
Purpose for Collection: To administer the issuance of T4A's relating to scholarships, bursaries and awards.
Information: Personal information may include: name; age; marital/family status; SIN; student number; employee number; home address; value of the award granted.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

REVENUE, CAPITAL, AND GENERAL ACCOUNTING SERVICES

Revenue, Capital, and General Accounting is responsible for the collection of all fees and revenues of the University, accounts receivables, and the general ledger. In addition, it is responsible for capital asset accounting, which includes maintenance of the capital asset inventory database for the University.

Office Files

Departmental files regarding budgets, general financial activities, personnel files for Revenue, Capital & General Accounting staff and other departmental administrative records.

Accounts Receivable Files

Financial records regarding the various sources of revenue and receivables of the University, including student accounts receivables and general receivables.

Capital Files

Records regarding University capital assets, their original values and other pertinent information (date purchased, serial number, etc.).

Personnel Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record for employment at the department level for all human resources activities.
Information: Personal information may include: name; age; marital/family status; SIN; employee number; home address; home telephone number; home fax number; resume or application for employment; reference letters; education history; employment history; pay and benefits information; performance appraisals; termination documents; staff development and training; criminal/security reference checks; pension information.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Student Accounts

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of all students regarding the payment of fees to the University.
Information: Personal information may include: name; age; marital/family status; student number; home address; information about University program of study; fee payment information; hold status; banking information.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

General Accounts

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of all general accounts receivables of the University.
Information: Personal information may include: name; marital/family status; home address; home

telephone number; home fax number; banking information.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

PURCHASING SERVICES

Purchasing Services is responsible for the procurement of all goods and services on behalf of the University community. This department is also responsible for central shipping and receiving. There are two locations, one on the Fort Garry Campus and another on the Bannatyne Campus.

Office Files
Departmental files regarding budgets, general financial activities, personnel files for Purchasing Services staff, and other departmental administrative records.

Purchasing and Printing Requisitions
Financial and other information regarding University purchases and printing requisitions. This includes files relating to the VISA purchasing card program.

Supplier Correspondence
Information regarding University suppliers, including Request for Information (RIF), Request for Proposal (RFP), and Request for Quotation (RFQ).

Independent Contractor Agreements
Information regarding University contracts with individuals and organizations, including Contract Authorization Requests and Independent Contractor Agreements.

Personnel Files
Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record for employment at the department level for all human resources activities.
Information: Personal information may include: name; age; marital/family status; SIN; employee number; home address; home telephone number; home fax number; resume or application for employment; reference letters; education history; employment history; pay and benefits information; performance appraisals; termination documents; staff development and training; criminal/security reference checks; pension information.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Visa Purchasing Card Files
Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record for all employees involved in the Visa purchasing card program, which requires an agreement with the employee.
Information: Personal information may include: name; date of birth; age; mother's maiden name; employee number; home address; home telephone number; home fax number.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Independent Contractor Files
Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of all independent contractor agreements for Revenue Canada and payment purposes.
Information: Personal information may include: name; home address; home telephone number; home fax number; employee number.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

HUMAN RESOURCES

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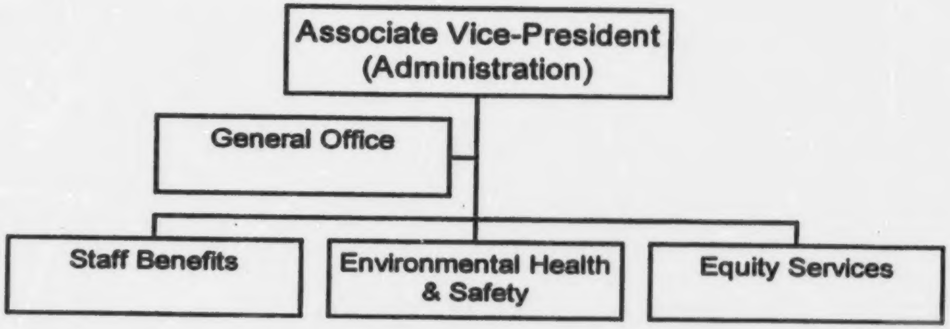
EQUITY SERVICES 34-6

***Note:** For the address of the Access and Privacy Coordinator, see the "Addresses" section of the Handbook.*

HUMAN RESOURCES


Associate Vice-President (Administration)
General Office
Staff Benefits
Environmental Health & Safety
Equity Services

The **Human Resources** department has a number of responsibilities with regard to both the support staff and the academic staff. Those responsibilities include: collective bargaining, collective agreement administration, labour relations, employee/ staff recruitment, job evaluation and classification, employee records, organization and staff development, sexual harassment and human rights investigation, employment equity, policy development and administration, environmental health and safety, and staff benefits and pensions.

There are approximately six thousand employees at the University of Manitoba; thirty-five hundred support staff and twenty-five hundred academic staff. The majority of University staff are covered by eight certified bargaining units; five support staff bargaining units, and three faculty bargaining units. There are also twelve non-bargaining unit employee groups at the University.

GENERAL OFFICE

Office Files

Departmental files regarding budgets, general financial activities, committee minutes, policies and procedures, correspondence, and other administrative records.

Personnel Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a current and accurate record of employment for all human resource activities.
Information: Personal information may include; name; home address; home telephone number; home fax number; home e-mail address; date of birth; gender; marital/family status; SIN; employee number; student number; transcripts; education history; staff development and training; employment history; resumes; reference letters; performance appraisals; pay information and union affiliation.
Other Uses and Disclosures:
Retention and Disposition: To be determined.

IMS Employee Records Database

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of University of Manitoba employees for payroll purposes.
Information: Personal information may include; name; home address; home telephone number; date of birth; gender; marital/family status; SIN; employee number; student number; employment history; pay information and union information.
Other Uses and Disclosures: Employee Information System.
Retention and Disposition: To be determined.

President #1 Forms

Authority: *The University of Manitoba Act.*
Purpose for Collection: To provide for the appointment of staff.
Information: Personal information may include; name; home address; home telephone number; date of birth; gender; marital/family status; SIN; education history; pay information and union information.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Travel Arrangement Forms

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of travel expenses incurred by staff.
Information: Personal information may include: name and department information.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Comptroller's Form 8

Authority: *The University of Manitoba Act.*
Purpose for Collection: To provide for the appointment of staff.
Information: Personal information may include; name; home address; date of birth; gender; marital/family status; SIN; student number; employment history; pay information and union affiliation.
Other Uses and Disclosures: None.

Retention and Disposition: To be determined.

Student Teaching Assistantship Appointment Form (C28)
Purpose for Collection: To provide for the appointment of student teaching assistants.
Information: Personal information may include; name; home address; home telephone number; date of birth; gender; marital/family status; SIN; student number; Faculty association; Department association and location of assignment.
Other Uses and Disclosures:
Retention and Disposition: To be determined.

Student Application Form for Teaching, Demonstrating, Tutoring and Marking Positions.
Authority: *The University of Manitoba Act.*
Purpose for Collection: To provide for the appointment of demonstrators, tutors and grader/markers.
Information: Personal information may include; name; home address; home telephone number; date of birth; gender; marital/family status; SIN; student number; Faculty association; Department association; degrees held and G.P.A.
Other Uses and Disclosures:
Retention and Disposition: To be determined.

STAFF BENEFITS

Staff Benefits is charged with the responsibility for administering the total University Benefits Program. The various staff benefits plans to meet legislation requirements and on-going changes in the workplace and are under continuous review. The program, in addition to three Pension Plans, presently provides: Group Term Life, Accidental Death and Dismemberment, Dependant Health and Dental Care Plans. The entire Staff Benefits program is self-administered; optional levels of coverage are available under three plans.

Administrative Files

Financial Files

Personnel Files
Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a current and accurate record of employment of Staff Benefits employees.
Information: Personal information may include; name; home address; home telephone number; home e-mail address; date of birth; gender; marital/family status; SIN; employee number; student number; transcripts; education history; staff development and training; employment history; resumes; reference letters; performance appraisals; vacation leave reports; pay and benefits information and personal health information.
Other Uses and Disclosures:
Retention and Disposition: To be determined.

Staff Benefit Plan Files
Authority: ***The University of Manitoba Act.***
Purpose for Collection: To maintain a current and accurate record of those employees subscribed to the group insurance plan or the pension plan.
Information: Personal Information may include: name; home address; home telephone number; home fax number; home e-mail address; date of birth; age; marital/family status; SIN; employee number; physical disabilty; leave reports; pay and benefits information and personal health information.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

ENVIRONMENTAL HEALTH AND SAFETY OFFICE

The office of environmental health and safety provides information, consultation, training and site audits in areas such as fire prevention, laboratory safety, office safety, accident prevention, occupational health, workers compensation, radiation safety, hazardous waste disposal and management, transportation of dangerous goods, audiometric testing, emergency procedures and indoor air quality. We also work closely with Campus Police on the University Personal Safety Program.

Office Files

Training Program Files

Personnel Files

Authority: *The University of Manitoba Act.*
Purposes for collection: To maintain a record of employment of Environmental Health and Safety staff.
Information: Personal information may include; name; home address; home telephone number; date of birth; SIN; employee number; student number; transcripts; education history; staff development and training; employment history; resumes; reference letters; absence reports and vacation/leave reports.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Environmental Health and Safety Advisory Committees

Workplace Health and Safety Committee is concerned with promotion of occupational health and safety within the University, as well as assess and review health and safety requirements.

Harzardous Waste Advisory Committee recommends policies and procedures for the safe and effective management of hazardous wastes at the University.

Biological Safety Advisory Committee recommends practical procedures and guidelines which will help achieve the highest possible degree of safety in the use of biologically hazardous materials; any hazard which originates with the use of viruses, bacteria, fungi, recombinant DNA molecules, cells or tissue cultures or any other potentially infectious material at the University.

Radiation Safety Committee is responsible for issuing permits for possession and use of radioactive materials as well as informing users of radioactive materials of the procedures and practices for safe handling and disposal of these materials.

Radiation Safety Co-ordinator Files

Authority: *The University of Manitoba Act.*
Purposes for collection: To maintain a current records of permit holders, personnel exposure, unusual occurrences, and other activities involving radioactive material to satisfy the Atomic Energy Control regulations.
Information: Personal information may include; name; SIN; employee number and Dosimetry results.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Local Area Safety Committees

Committee "Safety Concerns" Files

Authority: *The University of Manitoba Act.*
Purposes for collection: To maintain a record of safety concerns raised by individuals and subsequent actions taken by appropriate committees.
Information: Personal information may include; name and
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Hazardous Waste Unit

This unit deals with the collection, storage and disposal of hazardous waste. This includes chemical, radiological, biological, sharps, explosives, and asbestos produced by the Fort Garry and Bannatyne Campuses

Occupational Health Unit

This unit is responsible for Workers Compensation administration, accident investigation, hearing conservation, occupational health, and informing the specific Local Area Safety Committees.

Workers Compensation Claim Files
Authority: *The University of Manitoba Act.*
Purposes for collection: To maintain a record of workplace accidents or illness to determine the appropriate benefits.
Information: Personal information may include; name; home address; home telephone number; date of birth; age; gender; marital/family status; SIN; employee number; and information regarding the claim.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Hearing Conservation Program Files
Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain information (records and Reports) respecting employee exposure to excessive noise levels as prescribed in Manitoba Conservation and Noise Control Regulation 227/94.
Information: Personal information may include: name; date of birth; age; gender; SIN; employee number; employment history; personal health information and audiogram records.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Chemical Safety

This unit is responsible for the Workplace Hazardous Materials Information System (WHMIS), biological safety, emergency eyewash program and informing the specific Local Area Safety Committee.

Radiation Safety Unit

This unit is responsible for ionizing radiation safety, and informing the Bannatyne Local Area Safety Committee.

Fire Safety Unit

This unit is responsible for fire safety compliance, fire code compliance, fire safety plans, co-ordinating fire drills., Fire Warden Emergency Evacuation System, maintaining a liaison with the Winnipeg Fire department, and acts as a resource to the University community on fire safety issues

EQUITY SERVICES

The Equity Services Office is a collection of services on the Fort Garry Campus which is available to any student or staff that deals with matters of: Diversity Education; Employment Equity; Sexual Harassment and Human Rights; and Mediation Services.

Office Files

Committee Files

Personnel Files
Authority: *The University of Manitoba Act.*
Purposes for collection: To maintain a record of employment of Equity Services casual staff.
Information: Personal information may include; name; home address; date of birth; gender; marital/family status; SIN; student number; employment history; pay information and union affiliation.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Case Files
Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record for all investigations into or mediations of sexual harassment and human rights incidents.

Information: Personal information may include; name; home address; home telephone number; date of birth; gender; marital/family status; SIN; employee number; student number; race/colour; national/ethnic origin/ religion/creed; employment history; disability; attendance reports; absence reports; vacation/leave reports pay and benefits information; financial history; political beliefs; personal health information; opinions and witness testimonials.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Annual 'Stocks' Records

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record establishing required representation of designated groups identified by the Federal Equity Act.
Information: Personal information may include: name; date of birth; age; gender; SIN; employee number; disability information; pay information; occupation code; title and rank; group affiliation; position classification and tenure information.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Summary of Search Files (paper and electronic)

Authority: *The University of Manitoba Act.*
Purpose for Collection: To monitor the recruitment of designated groups identified by the Federal Equity Act.
Information: Personal information may include: name; gender; race/colour; aboriginal status; disability information, Canadian citizen; position title and department affiliation.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Employee Self-Declaration File (paper and electronic)

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of the representation of designated groups, employed by the University of Manitoba, as identified by the Federal Equity Act.
Information: Personal information may include: name; work address; gender; employee number; race/colour; aboriginal status and disability information.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Applicant Tracking File (paper and electronic)

Authority: *The University of Manitoba Act.*
Purpose for Collection: To facilitate the recruitment of underrepresented groups as required by the University of Manitoba's Equity Program.
Information: Personal information may include: name; gender; race/colour; aboriginal status; disability information, nationality; position title and department affiliation.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

INFORMATION SERVICES AND TECHNOLOGY

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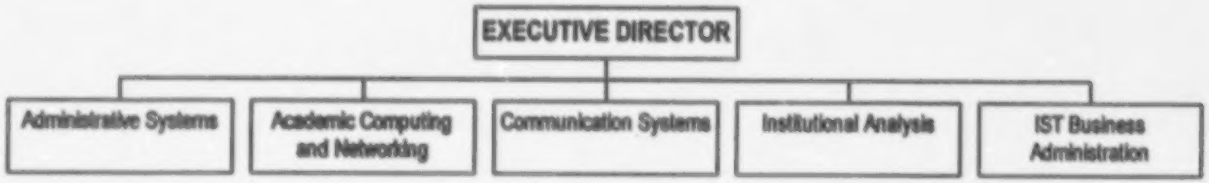
***Note:** For the address of the Access and Privacy Coordinator, see the "Addresses" section of the Handbook.*

INFORMATION SERVICES AND TECHNOLOGY


EXECUTIVE DIRECTOR
Administrative Systems
Academic Computing and Networking
Communication Systems
Institutional Analysis
IST Business Administration

Information Services and Technology is responsible for the supply of academic and administrative computing and networking resources, audio visual support, imaging services, telecommunications and statistical information gathering in support of research, instructional and administrative activities at the University of Manitoba.

ADMINISTRATIVE SYSTEMS

Administrative Systems is responsible for the development, enhancement and maintenance of application systems in support of administrative requirements

Office Files
Departmental files regarding budgets, general financial activities, committee minutes, correspondence, policies and procedures, and other administrative records.

Personnel Files
Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain current and accurate information pertaining to the individual's employment by the University of Manitoba.
Information: Personnel records may include: name; home address; home telephone; home fax numbers; date of birth; age; gender; marital/family status; SIN; employee number; student number; transcripts; education history; staff development and training; employment history; resumes/application forms; reference letters; performance appraisals; absence reports; vacation/leave reports; pay and benefits information.
Other Uses and Disclosures: Human Resources.
Retention and Disposition: To be determined.

ACADEMIC COMPUTING AND NETWORKING

Academic Computing and Networking provides centralized services and infrastructure to the faculty, staff and students at the University of Manitoba in the areas of e-mail, licensed software, campus backbone networks, building network installation, access to centralized file servers and applications, distributed LAN support, off campus modem access, central machine room operation, open area computing laboratories and computer support, consulting and education.

Office Files

Workorders/Bookings

Computer Accounts
Authority: *The University of Manitoba Act.*
Purpose for collection: To maintain computer internet accounts for office or home use. Credit card numbers are used for course fees..
Information: Personal information may include name; home address; home telephone number; home e-mail address; student number; employee number, password; credit card number; applicant's signature.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Personnel Files
Authority: *The University of Manitoba Act.*
Purpose for collection: To maintain current and accurate information pertaining to the individual's employment by the University of Manitoba.
Information: Personal information may include: name, home address, home telephone number; date of birth; gender; marital/family status; SIN; employee number; student number; education history; staff development and training; employment history; resumes; reference letters; performance appraisals; attendance reports; absence reports; vacation/leave reports; personal health information (medical reports and assessments); opinions; complaints or praises.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

COMMUNICATION SYSTEMS

Communication Systems supports the audio visual, photography and graphics (Imaging) needs on campus as well as providing telephone, mail services, and photocopiers at the University of Manitoba

Office Files

Workorders/Bookings

Personnel Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record for employment within the department for all human resources activities.
Information: Personal information may include: name, home address, home telephone number, date of birth; age; gender; marital/family status; SIN; employee number; student number; education history; staff development and training; employment history; resumes; reference letters; performance appraisals; absence reports; vacation/leave reports; pay and benefits information; complaints and praises.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

INSTITUTIONAL ANALYSIS

Institutional analysis is responsible for the provision of management information reporting and for conducting special studies to support senior management decision making.

Office Files

Files regarding budgets, general financial activities, committee minutes, correspondence, policies and procedures, and other administrative records.

Personnel Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain current and accurate information pertaining to the individual's employment by the University of Manitoba.
Information: Personal information may include: name; address; telephone number; date of birth; gender; marital/family status; SIN; employee number; student number; education history; staff development and training; employment history; resumes/application forms; reference letters; performance appraisals; attendance reports; absence reports; vacation/leave reports; pay information.
Other Uses and Disclosures: To be determined.
Retention and Disposition: To be determined.

Staff and Financial Data Bases

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain record for management information reporting and analysis.
Information: Personal information may include: name; date of birth; gender; marital/family status; SIN; employee number; education history; employment history; pay information; citizenship/visa.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Student Tracking System (excluding Statistics Canada)

Authority: *The University of Manitoba Act.*
Purpose for Collection: All information is gathered for statistical purposes.
Information: Personal information may include: date of birth; age; gender; marital/family status; SIN; student number; national/ethnic origin; education history; dates of attendance; visa status; grade point averages; education history; program information; financial aid
Other Uses and Disclosures: None
Retention and Disposition: To be determined.

Student Data Bases (excluding Statistics Canada)

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain record for management information and reporting.

Information: Personal information may include: name; home address; date of birth; age; gender; marital/family status; student number dates of attendance; visa status; grade point average; education history; citizenship; TOEFL.

Other Uses and Disclosures: None.

Retention and Disposition: To be determined

Statistics Canada – University Student Information System

Authority: *The University of Manitoba Act.*

Purpose for Collection: To meet legal reporting requirement of Statistics Canada.

Information: Personal information may include: date of birth; gender; marital/family status; student number; national origin; citizenship/visa status; program enrolment details; degree received; mother tongue.

Other Uses and Disclosures: Statistics Canada.

Retention and Disposition: To be determined.

IST BUSINESS ADMINISTRATION

IST Business Administration is responsible for budget control and accounting procedures, as well as enhancement and ongoing monitoring of computer security at the University of Manitoba as well as Bannatyne Campus computer support.

Office Files

Statistical Files

Personnel Files

Authority: *The University of Manitoba Act.*

Purpose for Collection: To maintain current and accurate information pertaining to the individual's employment by the University of Manitoba.

Information: Personal information may include: name; home address; home telephone number; date of birth; gender; marital/family status; SIN; employee number; student number; education history; staff development and training; employment history; resumes/application forms; reference letters; performance appraisals; attendance reports; absence reports; vacation/leave reports; pay and benefits information; personal health information (medical reports and assessments); complaints and praise; opinions expressed about individual by another.

Other Uses and Disclosures: None.

Retention and Disposition: To be determined.

VICE-PRESIDENT (RESEARCH)

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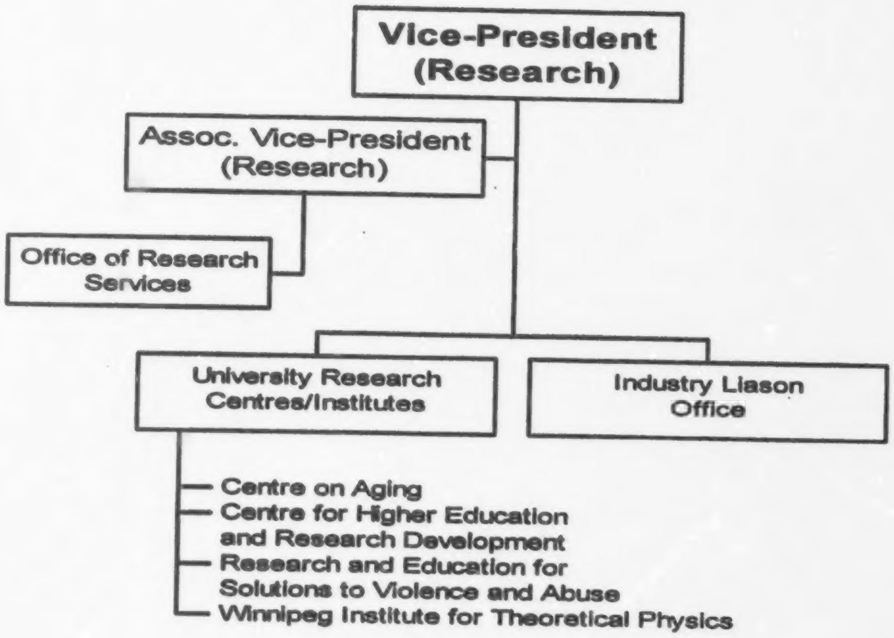
Note:* *For the address of the Access and Privacy Coordinator, see the "Addresses" section of the Handbook.

VICE-PRESIDENT (RESEARCH)


Vice-President
(Research)
Assoc. Vice-President
(Research)
Office of Research
Services
University Research
Centres/Institutes
Industry Liason
Office
Centre on Aging
Centre for Higher Education
and Research Development
Research and Education for
Solutions to Violence and Abuse
Winnipeg Institute for Theoretical Physics

Vice-President (Research) is responsible for the administration of research at the University of Manitoba, including the development of associated policies and procedures governing university research. He/she is also responsible for a variety of activities in the area of external relations, including industry liaison and technology commercialization, and international development. The Vice-President (Research) office consists of the following sub-units: Office of Research Services, Industry Liaison Office, and Research/Centres/Institutes/Groups.

OFFICE OF VICE-PRESIDENT (RESEARCH)

Research Files
General files pertaining to university, provincial and federal research committees and associations.

International Files
Files pertaining to research associations in various countries in the international scene.

Health Files
Files pertaining to various provincial and federal health organizations.

Office Files
Departmental files regarding budgets, general financial activities, committee minutes, policies and procedures, correspondence, and other administrative records.

OFFICE OF RESEARCH SERVICES

The focus of the office of research services is on supporting and promoting research at the University of Manitoba in all faculties, schools and research centres and institutes. It is responsible for identifying sources of funding, assisting with proposal preparation, pre- and post-award administration of proposals and grants and encouraging large-scale projects and major collaborative initiatives to traditional and non-traditional agencies for funding support. It also administers a variety of internal research support programs.

Office Files
Departmental files regarding budgets, general financial activities, committee minutes, policies and procedures, correspondence, and other administrative records.

Program Files

Council Files
General information on various awarding agencies (ex. NSERC and SSHRC).

Newsletters

Grant Application Forms
Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of employment history and determine qualification.
Information: Personal information may include: name; employment history and opinions expressed about individual by another.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Animal Care Protocol Forms
Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of animal use.
Information: Personal information may include: name; education history; staff development and training; and attendance reports.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Grant Information File
Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of grants.
Information: Personal information may include: name; employee number; financial history; and faculty or department from employee number.
Other Uses and Disclosures: None.

Retention and Disposition: To be determined.

Council Awards

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of awards from agencies, names, departments, and amount of award.
Information: Personal information may include: name.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Contract Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of contracts for work being done by University of Manitoba researchers.
Information: Personal information may include: name; employee number; resumes and reference letters.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Internal Database

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of a database of all patents, licensing and contracts.
Information:
Other Uses and Disclosures:
Retention and Disposition:

INDUSTRY LIAISON OFFICE

The Industry Liaison Office (ILO) is the designated institutional manager of intellectual property for the University of Manitoba. It operates a comprehensive intellectual property management program, including identification of inventions, discoveries, and software; prosecution of patents; marketing and licensing of intellectual property and the development of relationships with local, national and international commercialisation partners. ILO is also responsible for negotiating research contracts with industrial sponsorship and/or intellectual property terms as well as material transfer agreements and confidentiality agreements. In addition, ILO operates outreach and affiliation programs for Manitoba Industry.

Office Files

Departmental files regarding budgets, general financial activities, committee minutes, policies and procedures, correspondence, and other administrative records.

Program Files

General information Files

Patent Files

Files pertaining to University owned patents.

Contracts

Smart Park Files

Files pertaining to the potential development of an industrial park on the University of Manitoba campus.

COS (Community of Science)

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of professional expertise to respond and link to client needs and other research needs.
Information: Personal information may include: name; education history; employment history; and resumes.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

CTN (Canadian Technology Network)

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of technology transfer.
Information: Personal information may include name.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

Personnel Files

Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of Personnel files for the Industry Liaison staff.

Information: Personal information may include: name; home address; date of birth; gender; SIN; employee number; education history; staff development and training; employment history; resumes; reference letters; attendance reports; absence reports; performance appraisals; vacation/leave reports; pay and benefits information; and financial history.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

DEALS (database that houses all patent and license activity and tracks when patent maintenance fees are due as well as when royalties are due)
Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a database used for inventions and technologies with the inventor's name assigned to applicable invention or technology.
Information: Personal information may include name.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

UNIVERSITY RESEARCH CENTRES/INSTITUTES/GROUPS

Centre on Aging

The Centre on Aging was established on July 1, 1982, with a mandate to serve as a focal point for the conduct of research on aging. The Centre has developed a national and international reputation for research excellence. The experiences of aging individuals and the dynamics of an aging society are investigated using rigorous scientific standards. Community representatives contribute to all projects, and the Centre distributes its findings to administrators, policy makers, practitioners, and seniors to assist them in making decisions.

Office Files
Departmental files regarding budgets, general financial activities, committee minutes, policies and procedures, correspondence, and other administrative records.

Recipients of Centre Scholarships/Fellowships

Personnel Files
Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of employment of personnel employed at the Centre on Aging.
Information: Personal Information may include: name; home address; home telephone number; home fax number; home e-mail address; date of birth; age; gender; marital/ family status; SIN; etc.
Other Uses and Disclosures:
Retention and Disposition:

Centre for Higher Education Research and Development (CHERD)

CHERD is Canada's leading institution dedicated to research and the professional development of faculty and administration in post-secondary education. CHERD was established in 1987 as a centre for graduate preparation, research and publication in higher education and offers regional, national and international courses, seminars, symposia and publications. It seeks to generate and translate knowledge into practice in the effective management of colleges and universities, and in the areas of teaching and learning. University Teaching Services (UTS) is part of the Centre for Higher Education and Development. UTS is a collegial faculty development program that initiates and organizes a wide range of activities related to teaching and learning. UTS programs are offered with the assistance of a growing number of University of Manitoba faculty and visitors who work as consultants. The goals of UTS is to help enhance the quality of teaching and learning at the University.

Office Files
Departmental files regarding budgets, general financial activities, committee minutes, policies and procedures, correspondence, and other administrative records.

Personnel Files
Authority: *The University of Manitoba Act.*
Purpose for Collection:
Information:
Other Uses and Disclosures:
Retention and Disposition:

Research and Education for Solutions to Violence and Abuse (RESOLVE)

RESOLVE, formerly the Manitoba Research Centre on Family Violence and Violence against Women was established at the University of Manitoba in 1992. It is one of five centres established in Canada to conduct research on family violence and violence against women. RESOLVE is a regional research network involving the three prairie provinces, with offices in Alberta, Saskatchewan and the administrative office at the University of Manitoba. The goal of this regional centre is to undertake research which will offer practical, action oriented ways to help end family violence.

Office Files
Departmental files regarding budgets, general financial activities, committee minutes, policies and procedures, correspondence, and other administrative records.

Research Files

Personnel Files
Authority: *The University of Manitoba Act.*
Purpose for Collection: To maintain a record of employment of personnel employed at the Centre on Aging.
Information: Personal information may include: name; home address; home telephone number; home fax number; home e-mail address; date of birth; age; gender; marital/ family status; SIN; etc.
Other Uses and Disclosures:
Retention and Disposition:

Winnipeg Institute of Theoretical Physics

The Winnipeg Institute for Theoretical Physics (WITP) was formed in 1990. The WITP was given official institute status by the University of Manitoba and the University of Winnipeg in 1993. The purpose of the Institute is to increase the cooperation and collaboration between theoretical physicists in Manitoba, thereby strengthening the community, and to initiate and sustain research collaborations between the members of the Institute and first class researchers from all over the world. The activities of the Institute also expose graduate students to different people and ideas, through seminars and lecture series, thereby increasing the quality of training provided.

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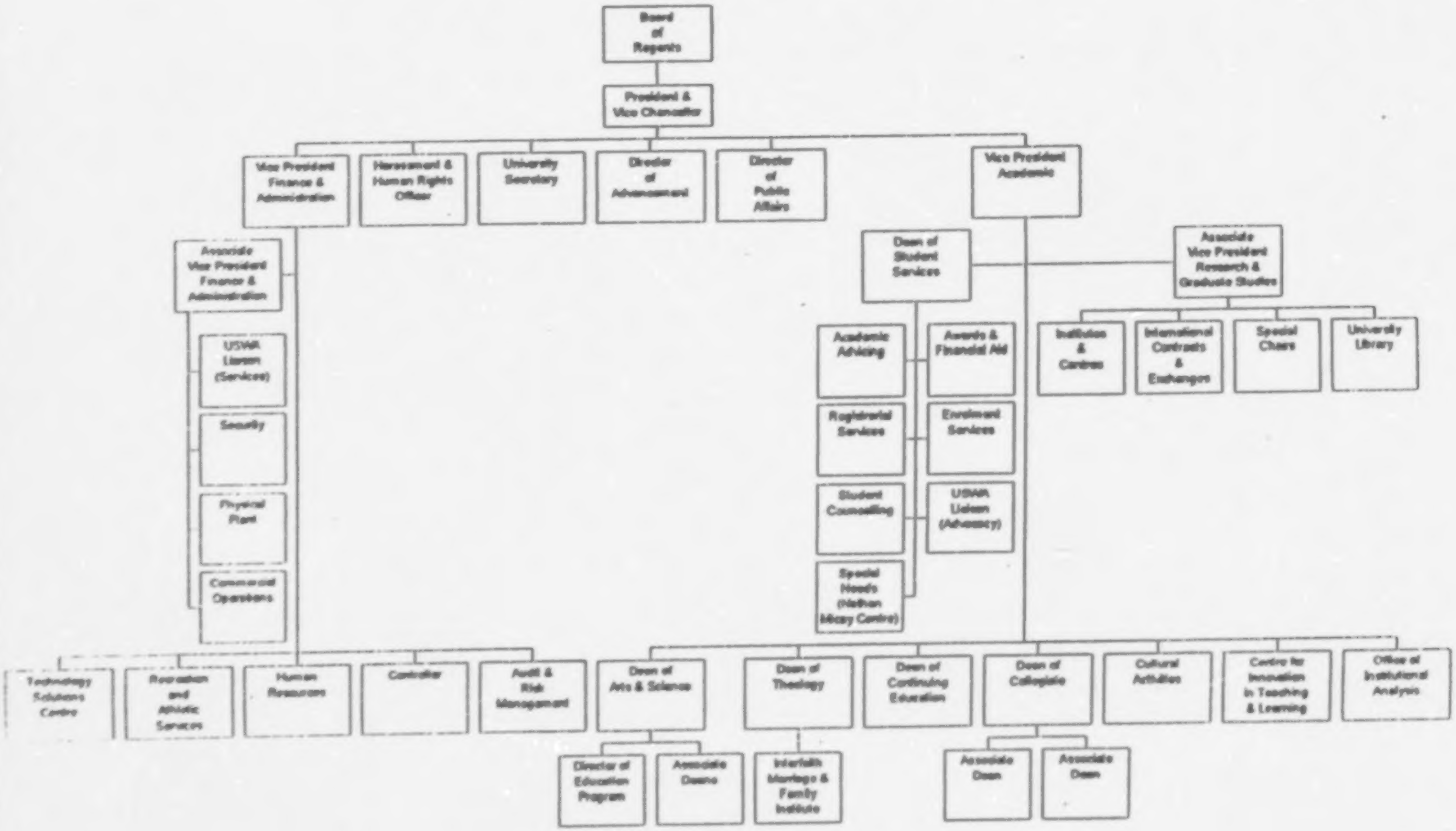
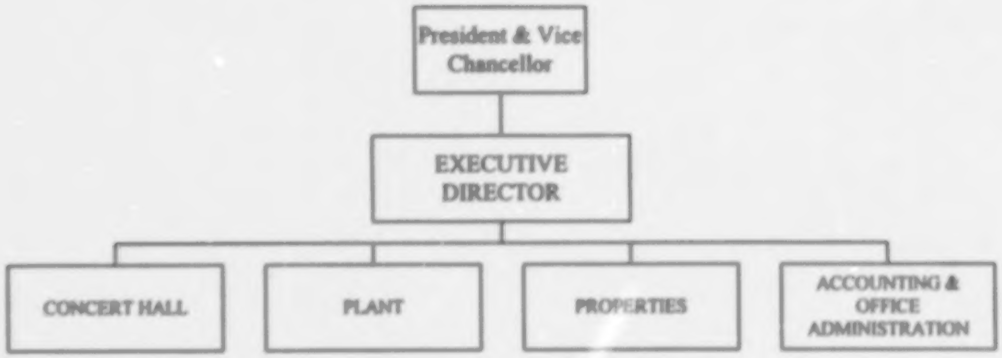
Note: The Directory of University of Winnipeg Records was prepared for inclusion in the FIPPA Handbook for Educational Bodies by the FIPPA Coordinator's Office, University of Winnipeg. Please contact the University of Winnipeg FIPPA Office (see the "Addresses" section of the Handbook) if you have any questions or feedback about this Directory of Records.

University of Winnipeg
Organization Chart



Board of Regents
President & Vice Chancellor
Vice President Finance & Administration
Harassment & Human Rights Officer
University Secretary
Director of Advancement
Director of Public Affairs
Vice President Academic
Associate Vice President Finance & Administration
USWA Liaison (Services)
Security
Physical Plant
Commercial Operations
Dean of Student Services
Academic Advising
Awards & Financial Aid
Registrarial Services
Enrolment Services
Student Counselling
USWA Liaison (Advocacy)
Special Needs (Nathan Micay Centre)
Associate Vice President Research & Graduate Studies
Institutes & Centres
International Contracts & Exchanges
Special Chairs
University Library
Technology Solutions Centre
Recreation and Athletic Services
Human Resources
Controller
Audit & Risk Management
Dean of Arts & Science
Director of Education Program
Associate Deans
Dean of Theology
Interfaith Marriage & Family Institute
Dean of Continuing Education
Dean of Collegiate
Associate Dean
Associate Dean
Cultural Activities
Centre for Innovation in Teaching & Learning
Office of Institutional Analysis

OFFICE OF THE PRESIDENT


President & Vice Chancellor
EXECUTIVE DIRECTOR
CONCERT HALL
PLANT
PROPERTIES
ACCOUNTING & OFFICE ADMINISTRATION

August 2000

The University of Winnipeg is devoted equally to access and excellence, and to the conviction that these are compatible goals. Our primary mission is liberal education. Our intent is by every means possible to assist every student who comes here to achieve his or her educational goals.

The University of Winnipeg has first-rate programs in arts, science, social science and education. It offers a wide range of continuing education opportunities, and has several graduate programs offered in collaboration with the University of Manitoba, or by our own Faculty of Theology. The University of Winnipeg is the only university in the country with its own high school, the Collegiate, integrated into the life and educational mission of the University.

OFFICE OF THE PRESIDENT

The President oversees the development, implementation, and the evaluation of policies, programs, and services of the University of Winnipeg.

Financial/Office Files

Departmental files pertaining to budgets, general financial activities, records of university governing bodies, periodic reports, benefits, university property, enrolment statistics, correspondence, other administrative records.

Policy/Program Files

Departmental files pertaining to policies and procedures; university programs, projects, organizations, institutes, and departments; fundraising, donations, bequests, and grants; alumni activities; scholarships and awards; employee relations; government relations and policies; community/external relations; international policies and programs; national/provincial/city associations, organizations, and programs; research; and other records necessary for program implementation.

Personnel Records

Authority: Program policy.

Purpose for Collection: To maintain record of employment for all human resource activities including hiring, promotion, employee evaluation, employee health and welfare, salary and benefits, pensions, etc.

Information: Personal information may include the following: name; address; home telephone number; fax number; e-mail address; date of birth; gender; marital status; SIN; health information; employment history; educational history; library records including card identification; academic records; transcripts; appointment and promotion information; employee number; resume; application documents; contract; performance appraisal; recommendation for tenure/continuing appointment; leave applications; correspondence on terms/conditions of employment and discharge of duties; disciplinary material; salary and benefits; pension; grant and award applications; letters of reference; financial information; record of employment; vacation and sick leave information; group insurance claims.

Other Uses and Disclosures:

Retention and Disposition: Records are retained in unit pending development of appropriate Records Retention Schedule.

Student Appeal Records

Authority: Program policy.

Purpose for Collection: To maintain records of student complaints and appeals.

Information: Personal information may include the following: name; address; home telephone number; fax number; e-mail address; date of birth; gender; marital status; SIN; transcripts; registration information; sessions attended; student number; academic performance; petition and appeals; academic misconduct; disciplinary information; academic advising; counselling and medical records; sponsorship; scholarships, grants and awards.

Other Uses and Disclosures:

Retention and Disposition: Records are retained in unit pending development of appropriate Records Retention Schedule.

ACADEMIC ASSISTANT TO THE VICE-PRESIDENT (ACADEMIC) AND PRESIDENT'S OFFICE

Financial/Office Files

Files pertaining to university committees, certain departments and faculties, university programs, annual reports, budget, correspondence, other administrative records.

Policy/Program Files

Departmental files pertaining to policies and procedures, programs, projects, organizations, and other records necessary for program implementation.

UNIVERSITY SECRETARIAT

The University Secretariat provides quality resourcing to the Board of Regents, the Senate, their committees, and to other major bodies and committees operating out of the President's Office.

Financial/Office Files

Files pertaining to budgets, general financial activities, committee minutes, annual reports, minutes of university governing bodies (Board of Regents, Senate, Committees), correspondence, awards and honorary degrees, alumni information, appeals, external relations, other administrative records.

Policy/Program Files

Files pertaining to policies and procedures and other records necessary for program implementation.

Personnel Records

Authority: Program policy.
Purpose for Collection: To maintain record of employment for all human resource activities including hiring, promotion, employee evaluation, employee health and welfare, salary and benefits, pensions, etc.
Information: Personal information may include the following: name; address; home telephone number; fax number; e-mail address; date of birth; gender; marital status; SIN; health information; employment history; educational history; library records including card identification; academic records; transcripts; appointment and promotion information; employee number; student number; resume; application documents; contract; performance appraisal; recommendation for tenure/continuing appointment; leave applications; correspondence on terms/conditions of employment and discharge of duties; disciplinary material; salary and benefits; pension; financial information; record of employment; vacation and sick leave information; group insurance claims.
Other Uses and Disclosures:
Retention and Disposition: Records are retained in unit pending development of appropriate Records Retention Schedule.

UNIVERSITY RELATIONS

The University Relations department informs the campus and outside community about news, issues, and activities at the University of Winnipeg.

Financial/Office Files

Files pertaining to budgets, general financial activities, committee minutes, annual reports, correspondence, records of university governing bodies, other administrative records.

Policy/Program Files

Files pertaining to policies and procedures, projects, organizations, institutes, university events, university departments, fundraising, donor records, alumni records, scholarship records, employee relations, government relations, community/ external relations, research, publicity materials, and other records necessary for program implementation.

Personnel Records

Authority: Program policy.
Purpose for Collection: To maintain record of employment for all human resource activities

including hiring, promotion, employee evaluation, employee health and welfare, salary and benefits, pensions, etc.
Information: Personal information may include the following: name; address; home telephone number; fax number; e-mail address; date of birth; gender; marital status; SIN; health information; employment history; educational history; library records including card identification; academic records; transcripts; appointment promotion information; employee number; student number; resume; application documents; contract; performance appraisal; recommendation for tenure or continuing appointment; leave applications; correspondence on terms or conditions of employment and discharge of duties; disciplinary material; salary and benefits; pension; financial information; record of employment; vacation and sick leave information; group insurance claims; travel expense report.
Other Uses and Disclosures:
Retention and Disposition: Records are retained in unit pending development of appropriate Records Retention Schedule.

Donor/Alumni Records

Authority: Program policy.
Purpose for Collection: To maintain a record of alumni and donor or potential donor information including bequests.
Information: Donation income reports (quarto-pro); Viking database (alumni, corporations, individuals, and foundations), winfax database; donor files. Personal information may include the following: name; address; home telephone number; e-mail address; fax number; date of birth; gender; marital status; SIN; credit card information; financial information; employment information; educational history; family information; registration information; student number; academic performance; awards; sponsorship; scholarships, grants and awards.
Other Uses and Disclosures: Board of Regents policy forbids the release of alumni/donor personal information without permission of the board. University departments and individuals who receive donations and gifts are informed only of the donor's name and address.
Retention and Disposition: Records are retained in unit pending development of appropriate Records Retention Schedule.

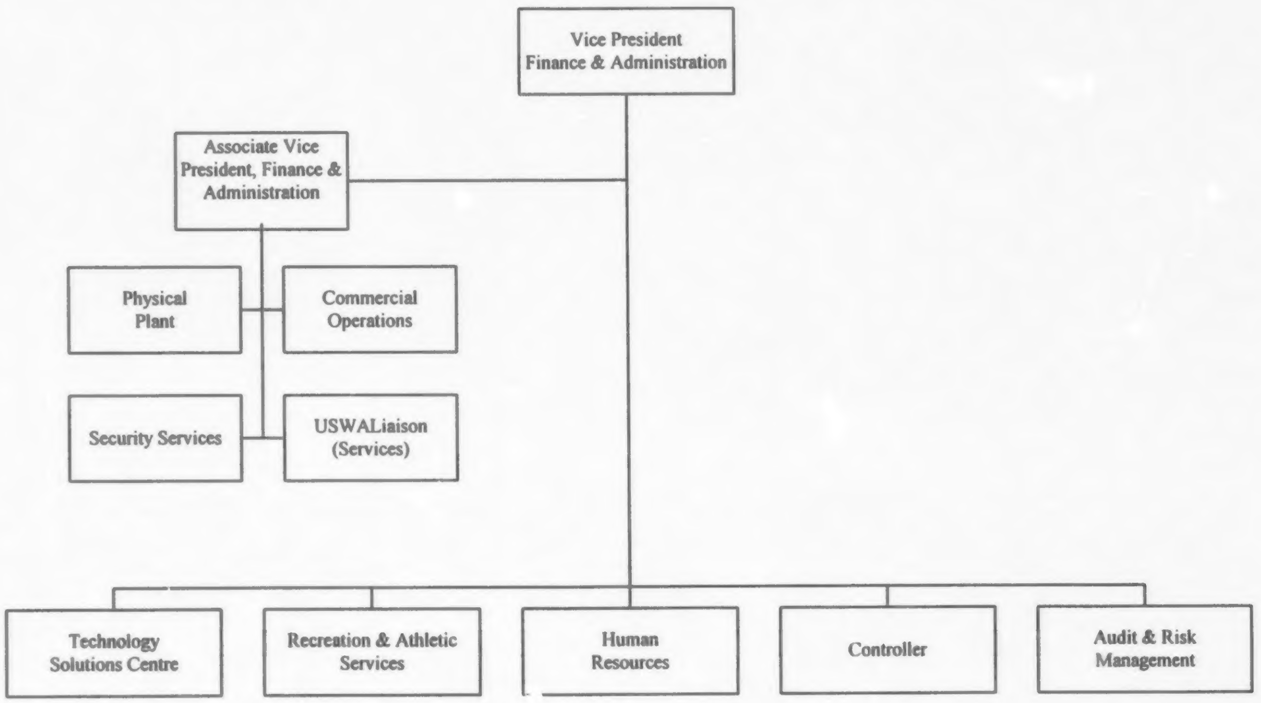
HUMAN RIGHTS AND HARASSMENT OFFICE

The mandate of the Human Rights and Harassment Office is to establish a clear methodology for educating and training University employees and students with regard to harassment, as well as a methodology for addressing any concerns or complaints.

Harassment Records

Authority: Program policy.
Purpose for Collection: To maintain files of harassment complaints.
Information: Personal information may include the following: name; address; home telephone number; fax number; e-mail address; date of birth; gender; marital status; SIN; health information; employment history; educational history; academic records; transcripts; employee number; resume; financial information; record of employment; complaint information; correspondence; letters of reference; transcripts; sessions attended; student number; academic performance; petition and appeals; academic misconduct; disciplinary information; academic advising; counseling and medical records; financial information; sponsorship; scholarships, grants and awards.
Other Uses and Disclosures:
Retention and Disposition: Records are retained in unit pending development of appropriate Records Retention Schedule.

VICE PRESIDENT, FINANCE & ADMINISTRATION


Vice President
Finance & Administration
Associate Vice
President, Finance &
Administration
Physical
Plant
Commercial
Operations
Security Services
USWALiaison
(Services)
Technology
Solutions Centre
Recreation & Athletic
Services
Human
Resources
Controller
Audit & Risk
Management

August 2000

VICE-PRESIDENT FINANCE AND ADMINISTRATION

The mandate of the Office of the Vice-President (Finance and Administration) is to provide support and direction to the support units within the sector, and to provide leadership for the University with respect to financial and administrative matters. In addition, the Office provides a number of direct services to the University community including financial planning and management, space planning and management, capital development, food services administration, operational audit, campus signage administration, recycling administration, the administration of government employment programs, insurance and risk management issues, etc.

Financial/Office Files

Files pertaining to budgets; general financial activities; committee minutes; annual reports; audits of university programs, departments, institutes, and service offices; security; contracts; benefits; renovations; records of university governing bodies; fundraising; human resources; employee relations; community relations; government relations; alumni relations; correspondence; other administrative records.

Policy/Program Files

Files pertaining to policies and procedures, programs, projects, organizations, research publications and grants, awards, and other records necessary for program implementation.

Personnel Records

Authority: Program policy.
Purpose for Collection: To maintain record of employment for all human resource activities including hiring, promotion, employee evaluation, employee health and welfare, salary and benefits, pensions, etc.
Information: Personal information may include the following: name; address; home telephone number; fax number; e-mail address; date of birth; gender; marital status; SIN; health information; employment history; educational history; library records including card identification; academic records; transcripts; appointment and promotion information; employee number; student number; resume; application documents; contract; performance appraisal; recommendation for tenure or continuing appointment; awards; leave applications; correspondence on terms/conditions of employment and discharge of duties; disciplinary material; salary and benefits; pension; financial information; record of employment; vacation and sick leave information; incident reports; group insurance claims.
Other Uses and Disclosures:
Retention and Disposition: Records are retained in unit pending development of appropriate Records Retention Schedule.

Student Records

Authority: Program policy.
Purpose for Collection: To create and maintain student records for enrollment purposes.
Information: Personal information may include the following: name; address; home telephone number; fax number; e-mail address; date of birth; gender; marital status; SIN; health information; employment history; educational history; library records including card identification; application; correspondence; letters of reference; transcripts; registration information; course add/delete; sessions attended; student number; academic performance; awards; petition and appeals; academic misconduct; disciplinary information; academic advising; counseling and medical records; incident reports; financial information; sponsorship; scholarships, grants and awards.
Other Uses and Disclosures:
Retention and Disposition: Records are retained in unit pending development of appropriate Records Retention Schedule.

Controller's Office

The Controller's Office develops, maintains and provides financial and budget information sufficient to meet the financial management responsibilities of the University and to report effectively to the Board of Regents, COPSE (Council on Post-Secondary Education), and the Government of Manitoba. In addition, the Controller's Office has the responsibility to implement academic fee billing and collection policies and procedures, meet the accounting, financial reporting and budgeting services requirements of the University and its departments, implement the University's financial control policies, support cash management and banking services, provide purchasing services and support the Vice-President (Finance and Administration) as required.

Financial/Office Files

Files pertaining to the secretariat, university committees and other governing bodies, pensions and benefits, investments, trust and endowment, capital budgets, financial statements, contracts, leases, inventory, purchasing, agreements, accounting and auditing information, university departments, general financial activities, committee minutes, annual reports, correspondence, general administrative records.

Policy/Program Files

Files pertaining to policies and procedures, programs, projects, organizations, research publications and grants, and other records necessary for program implementation.

Personnel Files

Authority: Program policy.
Purpose for Collection: To maintain record of employment for all human resource activities including hiring, promotion, employee evaluation, employee health and welfare, salary and benefits, pensions, etc.
Information: Personal information may include the following: name; address; home telephone number; fax number; e-mail address; date of birth; gender; marital status; SIN; health information; employment history; educational history; academic records; transcripts; appointment and promotion information; employee number; resume; application documents; contract; performance appraisal; recommendation for tenure/continuing appointment; leave applications; correspondence on terms/conditions of employment and discharge of duties; disciplinary material; salary and benefits; pension; financial information; record of employment; vacation and sick leave information; group insurance claims.
Other Uses and Disclosures:
Retention and Disposition: Records are retained in unit pending development of appropriate Records Retention Schedule.

Accounting Office

The Accounting Office provides accounting support to the Controller's Office.

Financial/Office Files

Files pertaining to budgets, general financial activities, committee minutes, annual reports, correspondence, other administrative records.

Policy/Program Files

Departmental files pertaining to policies and procedures, programs, projects, organizations, and other records necessary for program implementation.

Personnel Records

Authority: Program policy.
Purpose for Collection: To maintain record of employment for all human resource activities including hiring, promotion, employee evaluation, employee health and welfare, salary and benefits, pensions, etc.
Information: Personal information may include the following: name; address; home telephone number; fax number; e-mail address; date of birth; gender; marital status; SIN; health information; employment history; educational history; library records including card identification; academic records; transcripts; appointment and promotion information; employee number; resume; application documents; contract; performance appraisal; recommendation for tenure/continuing appointment; leave applications; correspondence on terms/conditions of employment and discharge of duties; disciplinary material; salary and benefits;

pension; financial information; record of employment; vacation and sick leave information; group insurance claims.
Other Uses and Disclosures:
Retention and Disposition: Records are retained in unit pending development of appropriate Records Retention Schedule.

Student Records

Authority: Program policy.
Purpose for Collection: To maintain records for student billing and tax receipts.
Information: Personal information may include the following: name; address; home telephone number; fax number; e-mail address; date of birth; gender; marital status; SIN; student number; library records including card identification; student number; financial information; sponsorship; scholarships, grants and awards.
Other Uses and Disclosures: Information is disclosed to appropriate government bodies (Revenue Canada, Ministry of Education).
Retention and Disposition: Records are retained in unit pending development of appropriate Records Retention Schedule.

Budgets and Grants

Financial/Office Files

Departmental files pertaining to budgets, grants, pension, travel and research statements, general financial activities, committee minutes, annual reports, investments, pensions, correspondence, other administrative records.

Policy/Program Files

Departmental files pertaining to policies and procedures, programs, projects, organizations, research publications and grants, and other records necessary for program implementation.

Purchasing Department

The Purchasing Department is within the Comptroller's Office. The department is entrusted with the responsibility to procure and receive most goods and services purchased by the University from external sources. Such purchases are to be in accordance with the University policies, ordered and procured in accordance with approved procedures, and meet quality and price standards.

Financial/Office Files

Departmental files pertaining to purchase orders, general financial activities, correspondence, other administrative records.

Policy/Program Files

Departmental files pertaining to purchasing policy and procedures.

Human Resources Department

The Human Resources Department provides a complete set of Human Resources services to the University's Board of Regents, management, and employees. Such services are designed to advise management during the decision-making process regarding human resources issues, including legislated or legal requirements and to inform employees regarding their benefit entitlements and rights as employees. The balance of serving University employees and management is designed to encourage the development of an effective and enriched workplace for all employees.

Financial/Office Files

Files pertaining to budgets, general financial activities, committee minutes, periodic reports, inventory of controlled products, correspondence, tuition scholarship records, other administrative records.

Policy/Program Files

Files pertaining to policies and procedures, benefits and payroll, union/management relations, and other records necessary for program implementation.

Personnel Records

Authority: Program policy.

Purpose for Collection: To maintain record of employment for all human resource activities including hiring, promotion, employee evaluation, employee health and welfare, salary and benefits, pensions, etc.
Information: Personal information may include the following: name; address; home telephone number; fax number; e-mail address; date of birth; gender; marital status; SIN; health information; employment history; educational history; library records including card identification; academic records; transcripts; appointment and promotion information; reviews and appeals; employee number; student number; resume; application documents; contract; performance appraisal; recommendation for tenure or continuing appointment; leave applications; correspondence on terms and conditions of employment and discharge of duties; disciplinary material; salary and benefits; pension; financial information; record of employment; vacation and sick leave information; group insurance claims; accident/incident reports.
Other Uses and Disclosures: Within the University these records are provided to senior management for confidential decision-making; The records are disclosed to the following: Financial institutions have information which has been provided for credit checks confirmed; pension and benefit carriers and administrators receive personal information relating to claims, accounts, benefits; External Pension Plans receive information regarding pension transfers; Workers Compensation receives information related to claims, accounts, and benefits; Government of Canada receives information for purposes of Canada Pension Plan and Employment Insurance; Associations and unions receive relevant information as provided for in appropriate Collective Agreements.
Retention and Disposition: Records are retained in unit pending development of appropriate Records Retention Schedule.

Student Training Records

Authority: Program policy.
Purpose for Collection: To maintain a record of students trained in handling of controlled products.
Information: Personal information may include the following: name; address; home telephone number; fax number; e-mail address; date of birth; gender; marital status; health information; employment history; educational history; library records including card identification; application; correspondence; letters of reference; transcripts; registration information; course add/delete; sessions attended; student number; academic performance; awards; petition and appeals; academic misconduct; disciplinary information; academic advising; medical records; financial information; sponsorship; scholarships, grants and awards.
Other Uses and Disclosures:
Retention and Disposition: Records are retained in unit pending development of appropriate Records Retention Schedule.

Accident/Incident Reports

Authority: Program policy.
Purpose for Collection: To maintain records of accident reports.
Information: Personal information may include the following: name; address; home telephone number; e-mail address; date of birth; gender; health information; employee number; student number.
Other Uses and Disclosures: Within the University this material is shared with management on a confidential basis; This information is disclosed to Workers Compensation Board and Department of Labour if requested.
Retention and Disposition: Records are retained in unit pending development of appropriate Records Retention Schedule.

Technology Solutions Centre

The Technology Solutions Centre provides a wide range of services to meet the teaching, research and administrative needs of the University. This includes, local and wide area network and remote computing support, training, software systems development and support including project management, maintenance, installation, and technical support for all scientific apparatus that is used for teaching and research purposes. TSC also provides remote computing needs and access to the Internet, Help Desk, computing labs for academic departments and Uplinks for students.

Financial/Office Files

Files pertaining to budgets, general financial activities, projects, correspondence, and other administrative records.

Personnel Records

Authority: Program policy.
Purpose for Collection: To maintain record of employment for all human resource activities including hiring, promotion, employee evaluation, employee health and welfare, salary and benefits, pensions, etc.
Information: Personal information may include the following: name; address; home telephone number; fax number; e-mail address; date of birth; gender; marital status; SIN; health information; employment history; educational history; academic records; transcripts; appointment and promotion information; employee number; student number; contract; performance appraisal; recommendation for tenure/continuing appointment; leave applications; correspondence on terms/conditions of employment and discharge of duties; disciplinary material; salary and benefits; financial information; record of employment; vacation and sick leave information; group insurance claims.
Other Uses and Disclosures: None.
Retention and Disposition: Records are retained in unit pending development of appropriate Records Retention Schedule.

Athletics and Recreation Services

The mandate of the Athletics and Recreation Services department is to provide recreation and inter-university athletic opportunities in selected activities to students, staff, alumni, the general community and community sport partners. Key functions and areas of responsibility include coaching, facility operations, recreation/ community service, athletic therapy, administration, and services to the academic program.

Financial/Office Files

Departmental files pertaining to budgets, general financial activities, committee minutes, annual reports, schedules, correspondence, and other administrative records.

Policy/Program Files

Departmental files pertaining to policies and procedures, programs, projects, organizations, and other records necessary for program implementation.

Personnel Records

Authority: Program policy.
Purpose for Collection: To maintain record of employment for all human resource activities including hiring, promotion, employee evaluation, employee health and welfare, salary and benefits, pensions, etc.
Information: Personal information may include the following: name; address; home telephone number; fax number; e-mail address; date of birth; gender; marital status; SIN; health information; employment history; educational history; academic records; transcripts; appointment and promotion information; employee number; student number; resume; application documents; contract; performance appraisal; recommendation for tenure/continuing appointment; leave applications; correspondence on terms/conditions of employment and discharge of duties; disciplinary material; salary and benefits; pension; financial information; record of employment; vacation and sick leave information.
Other Uses and Disclosures: Within the University, information is shared with Human Resources/Payroll.
Retention and Disposition: Records are retained in unit pending development of appropriate Records Retention Schedule.

Athletic Records

Authority: Program policy.
Purpose for Collection: To maintain a record of service activities provided to clients of the University.
Information: Personal information may include the following: name; address; home telephone number; fax number; e-mail address; date of birth; gender; marital status; SIN; health information; employment history; educational history; family information; application; correspondence; letters of reference; transcripts; registration information; course add/delete; sessions attended; student number; employee number; academic performance; awards; petition and appeals; academic misconduct; disciplinary information; academic advising; medical records; financial information; sponsorship; scholarships, grants and awards;; financial/accounting information; credit card information; locker registration; and vehicle information.
Other Uses and Disclosures: Within the University, information is shared with Student Records/Awards Office (list of athletes and student numbers, eligibility forms). Outside of the University, information is disclosed to the Canadian Interuniversity Athletic Union for distribution to all Canadian universities (team rosters and athlete eligibility forms, and game/player statistics), and with the media for promotional purposes (statistics).
Retention and Disposition: Records are retained in unit pending development of appropriate Records Retention Schedule.

Donor/Alumni Records

Authority: Program policy.
Purpose for Collection: To maintain a record of donors to the university athletics program.
Information: Personal information may include the following: name; address; home telephone number; fax number; e-mail address; credit card information.
Other Uses and Disclosures: Within the University, information is shared with University Relations (donations and donor cards), and information as necessary to Parking and Security. Donor names are posted/displayed on electronic media board during games unless otherwise directed.
Retention and Disposition: Records are retained in unit pending development of appropriate Records Retention Schedule.

ASSOCIATE VICE - PRESIDENT, FINANCE AND ADMINISTRATION

The Associate Vice-President, Finance and Administration has responsibility for the physical plant, safety and commercial operations on campus, including buildings and grounds, food services, security service operations and the bookstore, parking services and printing services.

Physical Plant Department and Engineering

The Physical Plant Department is a support department with the primary mission to supply quality facilities and services through facilities management. We strive to meet the stated objectives through working in close harmony with the user community, while being as cost effective as possible.

Financial/Office Files

Departmental files pertaining to budgets, general financial activities, requisition forms, building plans, projects, contract information, instructional information, inventory, equipment manuals, reports, correspondence, other administrative records.

Personnel Records

Authority: Program policy.
Purpose for Collection: To maintain record of employment for all human resource activities including hiring, promotion, employee evaluation, employee health and welfare, salary and benefits, pensions, etc.
Information: Personal information may include the following: name; address; home telephone number; fax number; e-mail address; date of birth;

gender; marital status; SIN; health information; employment history; educational history; attendance records; employee number.
Other Uses and Disclosures: Within the University, information is shared with Human Resources (attendance and overtime).
Retention and Disposition: Records are retained in unit pending development of appropriate Records Retention Schedule.

Student Records
Authority: Program policy.
Purpose for Collection: To maintain a record of key requisitions.
Information: Personal information may include the following: name; address; home telephone number; fax number; e-mail address; student number.
Other Uses and Disclosures: None.
Retention and Disposition: Records are retained in unit pending development of appropriate Records Retention Schedule.

Commercial Operations

Commercial Operations include the Bookstore, Parking Service and Printing Services.

Bookstore

The Bookstore's primary objective is to support the academic programs of the University through the procurement and sale of course books at the lowest possible acquisition cost to students without cost to the University. The Bookstore also sells clothing, tradebooks, and general stationery and supplies.

Financial/Office Files
Files pertaining to budgets, general financial activities, inventory, accounts, orders, correspondence, and other administrative records.

Personnel Records
Authority: Program policy.
Purpose for Collection: To maintain record of employment for all human resource activities including hiring, promotion, employee evaluation, employee health and welfare, salary and benefits, pensions, etc.
Information: Personal information may include the following: name; address; home telephone number; fax number; e-mail address; date of birth; gender; marital status; SIN; health information; employment history; educational history; library records including card identification; academic records; transcripts; appointment and promotion information; employee number; student number; resume; application documents; contract; performance appraisal; recommendation for tenure/continuing appointment; leave applications; correspondence on terms/conditions of employment and discharge of duties; disciplinary material; salary and benefits; pension; financial information; record of employment; vacation and sick leave information; group insurance claims.
Other Uses and Disclosures:
Retention and Disposition: Records are retained in unit pending development of appropriate Records Retention Schedule.

Student Records
Authority: Program policy.
Purpose for Collection: To maintain a record of service activities provided to student/clients of the University.
Information: Personal information may include the following: name; address; home telephone number; fax number; e-mail address; date of birth; gender; marital status; SIN; sponsorship; scholarships, grants and awards;; financial/accounting information; credit card information.
Other Uses and Disclosures: Within the University, information is shared with Student Records (notice of financial hold), and the Controller's Office (status of sponsored students' accounts).
Retention and Disposition: Records are retained in unit pending development of appropriate Records Retention Schedule.

Parking Service

Parking Service is responsible for distributing parking permits and collecting parking fees.

Financial/Office Files

Departmental files pertaining to parking permits and fees, budgets, general financial activities, correspondence, and other administrative records.

Parking Records

Authority: Program policy.
Purpose for Collection: To maintain a record of service activities provided to clients of the University.
Information: Personal information may include the following: name; address; home telephone number; fax number; e-mail address; student number; employee number; credit card information; vehicle information.
Other Uses and Disclosures: Within the University vehicle information shared with Security (for lot inspection), and personal information with Payroll (for deduction purposes).
Retention and Disposition: Records are retained in unit pending development of appropriate Records Retention Schedule.

Printing Service

The Printing Service produces printed material to meet the University's needs in the classroom, in internal communications, and in promoting the University's activities in the broader community. In addition, it oversees the University's fleet of leased photocopiers.

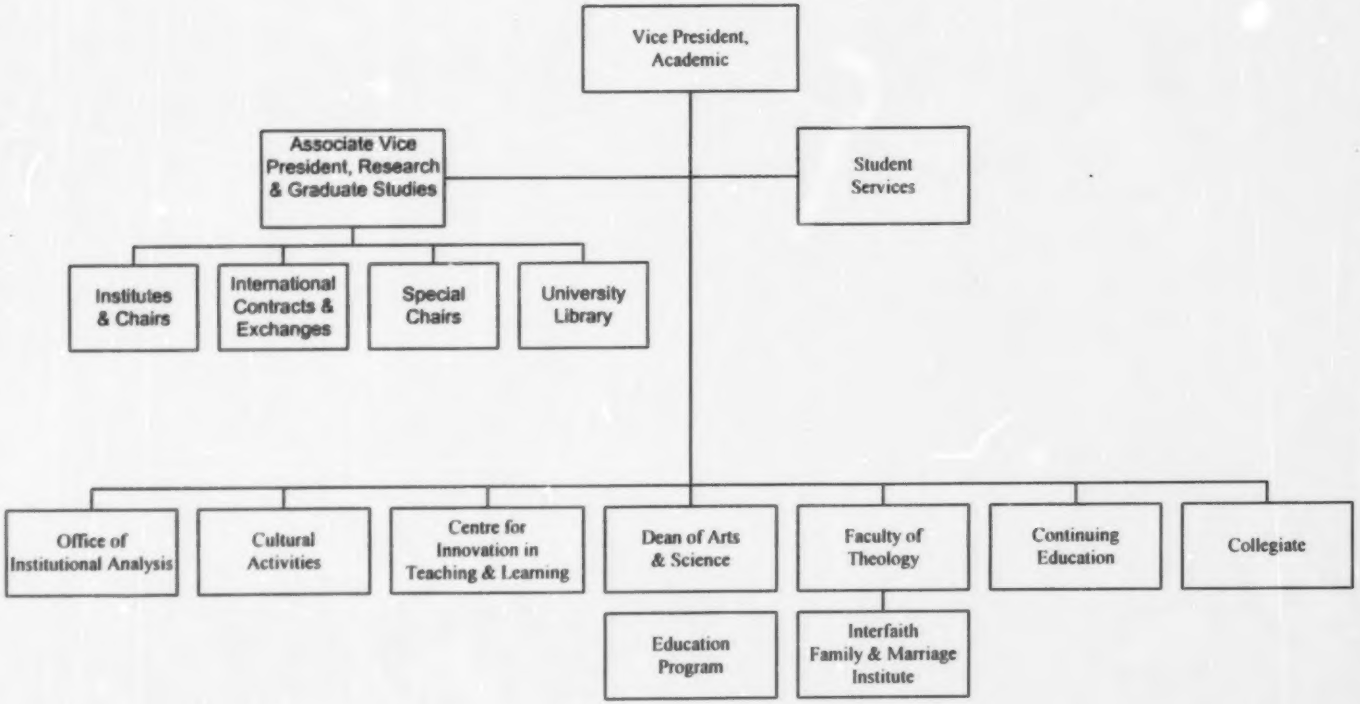
Financial/Office Files

Files pertaining to budgets, general financial activities, production statistics, inventory, photocopier information, correspondence, and other administrative records.

Personnel Records

Authority: Program policy.
Purpose for Collection: To maintain record of employment for all human resource activities including hiring, promotion, employee evaluation, employee health and welfare, salary and benefits, pensions, etc.
Information: Personal information may include the following: name; address; home telephone number; fax number; e-mail address; date of birth; gender; marital status; SIN; health information; employment history; educational history; library records including card identification; academic records; transcripts; appointment and promotion information; employee number; student number; resume; application documents; contract; performance appraisal; recommendation for tenure/continuing appointment; leave applications; correspondence on terms/conditions of employment and discharge of duties; disciplinary material; salary and benefits; pension; financial information; record of employment; vacation and sick leave information; group insurance claims.
Other Uses and Disclosures:
Retention and Disposition: Records are retained in unit pending development of appropriate Records Retention Schedule.

VICE PRESIDENT, A[illegible]EMIC


Vice President, Academic
Associate Vice President, Research & Graduate Studies
Student Services
Institutes & Chairs
International Contracts & Exchanges
Special Chairs
University Library
Office of Institutional Analysis
Cultural Activities
Centre for Innovation in Teaching & Learning
Dean of Arts & Science
Faculty of Theology
Continuing Education
Collegiate
Education Program
Interfaith Family & Marriage Institute

August 2000

VICE-PRESIDENT (ACADEMIC)

The Vice-President (Academic) reports directly to the President and Vice-Chancellor and oversees the various faculties, research and graduate studies, and the institutes, centers, special chairs, and international exchanges affiliated with the University of Winnipeg.

Financial/Office Files
Files pertaining to various administrative offices, academic units, library, programs, budgets, general financial activities, security matters, committee minutes, annual reports, records of university governing bodies, correspondence, and other administrative records.

Policy/Program Files
Files pertaining to policies and procedures, courses, curriculum, programs, projects, fundraising, organizations, community/external outreach, and other records related to university policy.

Personnel Records
Authority: Program policy.
Purpose for Collection: To maintain record of employment for all human resource activities including hiring, promotion, employee evaluation, employee health and welfare, salary and benefits, pensions, etc.
Information: Personal information may include the following: name; address; home telephone number; fax number; e-mail address; date of birth; gender; marital status; SIN; health information; employment history; educational history; academic records; transcripts; appointment and promotion information; employee number; resume; application documents; contract; performance appraisal; recommendation for tenure or continuing appointment; leave applications; correspondence on terms/conditions of employment and discharge of duties; disciplinary material; salary and benefits; pension; financial information; record of employment; vacation and sick leave information.
Other Uses and Disclosures: Within the University, information is shared with Human Resources.
Retention and Disposition: Records are retained in unit pending development of appropriate Records Retention Schedule.

ASSOCIATE VICE-PRESIDENT (ACADEMIC) RESEARCH AND GRADUATE STUDIES

Research and Graduate Studies has a number of responsibilities: it allocates and administers internal and external research grants/contracts; it helps administer the Senate Committee on Ethics in Human Research and Scholarship and the Senate Animal Care Committee; it ensures that the University follows policies and procedures governing its graduate studies programs; and it reviews and makes recommendations on all matters pertaining to graduate studies.

Financial/Office Files
Files pertaining to budgets, accounts, salaries, general financial activities, funding sources, committee minutes, annual reports, correspondence, other administrative records.

Policy/Program Files
Files pertaining to policies and procedures, ethics protocols, intellectual property, courses, curriculum, programs, projects, organizations/ institutes, research publications and grants, and other records necessary for program implementation.

Research/Grants Records
Authority: Program policy.
Purpose for Collection: To maintain a record of internal and external research grant applications and projects.
Information: Personal information may include the following: name; address; home telephone number; fax number; e-mail address; date of birth; gender; marital status; SIN; citizenship; health information; employment history; employee number; student number; educational history; research activities and history; academic records;

transcripts; resume; application documents; letters of reference or support; evaluations; award nominations; ethics protocol information; sponsorship; scholarships, grants and awards;/funder information; contract; performance appraisal; continuing funding appraisal; financial/accounting information; research budget information; record of employment.

Other Uses and Disclosures: Within the University, information is shared with the Vice-President (Academic) and President (internal research grant proposals), the Controller's Office (budgets for grants/contracts, funding guidelines), and University Relations (researcher information). Outside the University, relevant information is disclosed to the Tri-Council, funders, and affiliated bodies (relevant information relating to research grants/contracts and ethics approval).

Retention and Disposition: Records are retained in unit pending development of appropriate Records Retention Schedule.

International Office

Financial/Office Files

Departmental files pertaining to budgets, general financial activities, committee minutes, annual reports, correspondence, other administrative records.

Policy/Program Files

Departmental files pertaining to policies and procedures, exchange programs, projects, organizations, conferences, and other records necessary for program implementation.

Personnel Records

Authority: Program policy.

Purpose for Collection: To maintain record of employment for all human resource activities including hiring, promotion, employee evaluation, employee health and welfare, salary and benefits, pensions, etc.

Information: Personal information may include the following: name; address; home telephone number; fax number; e-mail address; date of birth; gender; marital status; SIN; health information; employment history; educational history; library records including card identification; academic records; transcripts; appointment and promotion information; employee number; student number; resume; application documents; contract; performance appraisal; recommendation for continuing appointment; correspondence on terms and conditions of employment and discharge of duties; disciplinary material; salary and benefits; pension; financial information; record of employment; vacation and sick leave information; group insurance claims.

Other Uses and Disclosures: Within the University, information is shared with the Accounting Department (names, addresses, SIN). No information is shared outside of the University.

German-Canadian Studies

The Chair of German-Canadian Studies promotes the teaching of and research into the history and culture of German-speaking immigrants and their descendents in Canada. The Chair interacts with the German-Canadian community in Canada through public lectures and a newsletter and promotes regional, national, and international research through a series of conferences, grants, and publications.

Financial/Office Files

Departmental files pertaining to budgets, general financial activities, committee minutes, annual reports, correspondence, other administrative records.

Policy/Program Files

Departmental files pertaining to policies and procedures, courses, curriculum, programs, projects, organizations, research publications and grants, and other records necessary for program implementation.

Course Records
Class lists, course information.

Personnel Records
Authority: Program policy.
Purpose for Collection: To maintain record of employee evaluation.
Information: Personal information may include the following: name; performance appraisal; record of employment.
Other Uses and Disclosures: Personnel information is shared with Human Resources.
Retention and Disposition: Records are retained in unit pending development of appropriate Records Retention Schedule.

Student Records
Authority: Program policy.
Purpose for Collection: To create application files for scholarship purposes.
Information: Personal information may include the following: name; address; home telephone number; fax number; e-mail address; date of birth; gender; marital status; SIN; health information; employment history; educational history; library records including card identification; application; correspondence; letters of reference; transcripts; registration information; course add/delete; sessions attended; student number; academic performance; awards; petition and appeals; academic misconduct; disciplinary information; academic advising; medical records; financial information; sponsorship; scholarships, grants and awards.
Other Uses and Disclosures: Scholarship application files disclosed to external scholarship committee.
Retention and Disposition: Records are retained in unit pending development of appropriate Records Retention Schedule.

Mailing Lists
Authority: Program policy.
Purpose for Collection: To maintain records of persons interested in activities of German-Canadian Studies.
Information: Personal information may include the following: name; address; home telephone number; fax number; e-mail address.
Other Uses and Disclosures:
Retention and Disposition: Records are retained in unit pending development of appropriate Records Retention Schedule.

DEAN OF ARTS AND SCIENCE

The Dean of Arts and Science oversees the general operation of the Faculty of Arts and Science.

Financial/Office Files
Files pertaining to budgets, general financial activities, committee records, annual reports, correspondence, other administrative records.

Personnel Records
Authority: Program policy.
Purpose for Collection: To maintain record of employment for all human resource activities including hiring, promotion, employee evaluation, employee health and welfare, salary and benefits, pensions, etc.
Information: Personal information may include the following: name; address; home telephone number; fax number; e-mail address; date of birth; gender; marital status; SIN; health information; employment history; educational history; library records including card identification; academic records; transcripts; appointment and promotion information; employee number; student number; resume; application documents; contract; performance appraisal; recommendation for tenure or continuing appointment; leave applications; correspondence on terms/conditions of employment and discharge of duties; disciplinary material; salary and benefits; pension; financial information; record of employment; vacation and sick leave information; group insurance claims.
Other Uses and Disclosures:
Retention and Disposition: Records are retained in unit pending development of appropriate Records Retention Schedule.

Student Records

Authority: Program policy.
Purpose for Collection: To create and maintain student records for enrollment purposes.
Information: Personal information may include the following: name; address; home telephone number; fax number; e-mail address; date of birth; gender; marital status; SIN; health information; employment history; educational history; library records including card identification; application; correspondence; letters of reference; transcripts; registration information; course add/delete; sessions attended; student number; awards; academic performance; petition and appeals; academic misconduct; disciplinary information; academic advising; medical records; financial information; sponsorship; scholarships, grants and awards.
Other Uses and Disclosures:
Retention and Disposition: Records are retained in unit pending development of appropriate Records Retention Schedule.

DEPARTMENT OF ANTHROPOLOGY

Department of Anthropology has three missions: the education of students, the conduct of research and the provision of community service. Since its inception, the Department of Anthropology has devoted much time and space to teaching and maintaining archaeological and ethnographic research and comparative collections.

Financial/Office Files

Departmental files pertaining to correspondence and other administrative records.

Policy/Program Files

Departmental files pertaining to policies and procedures, courses, curriculum, programs, projects, organizations, research publications and grants, and other records necessary for program implementation.

Course Records

Course outlines, tests/exams.

Personnel Records

Authority: Program policy.
Purpose for Collection: To maintain record of employment for all human resource activities including hiring, promotion, employee evaluation, employee health and welfare, salary and benefits, pensions, etc.
Information: Personal information may include the following: name; address; home telephone number; fax number; e-mail address; date of birth; gender; marital status; SIN; health information; employment history; educational history; library records including card identification; academic records; transcripts; appointment and promotion information; employee number; student number; resume; application documents; contract; performance appraisal; recommendation for tenure/continuing appointment; leave applications; correspondence on terms/conditions of employment and discharge of duties; disciplinary material; salary and benefits; pension; financial information; record of employment; vacation and sick leave information; group insurance claims.
Other Uses and Disclosures: Within the University, information is shared with the Dean of Arts and Science (faculty activity reports, faculty promotion and/or merit forms, leave applications, job re-classifications, stipendiary contracts, teaching assistant forms, correspondence about faculty recommendation and grievance procedures), and Human Resources (teaching assistant/marker forms, vacation and sick leave information, performance appraisals, job re-classifications).
Retention and Disposition: Records are retained in unit pending development of appropriate Records Retention Schedule.

Student Records

Authority: Program policy.
Purpose for Collection: To create and maintain student records for enrollment purposes.
Information: Personal information may include the following: name; address; home telephone number; fax number; e-mail address; date of birth;

gender; marital status; SIN; health information; employment history; educational history; library records including card identification; application; correspondence; letters of reference; transcripts; registration information; course add/delete; sessions attended; student number; academic performance; awards; petition and appeals; academic misconduct; disciplinary information; academic advising; medical records; financial information; sponsorship; scholarships, grants and awards.

Other Uses and Disclosures: Within the University, information is shared with Student Services (grade sheets, letters of recommendation, major/ honours/ grade change/permission/incomplete/ appeals forms). Information is not disclosed outside the University unless at the request of the student.

Retention and Disposition: Records are retained in unit pending development of appropriate Records Retention Schedule.

DEPARTMENT OF BIOLOGY

The study of Biology encompasses any manifestation of life, from the DNA molecule to the interactions of organisms within the various ecosystems of the earth. Biology includes the subject areas of Botany, Zoology, Ecology, Microbiology, and Genetics.

Financial/Office

Departmental files pertaining to budgets, general financial activities, committee minutes, periodic reports, correspondence, equipment, other administrative records.

Policy/Program

Departmental files pertaining to policies and procedures, courses, curriculum, programs, projects, organizations, research publications and grants, and other records necessary for program implementation.

Personnel Records

Authority: Program policy.

Purpose for Collection: To maintain record of employment for all human resource activities including hiring, promotion, employee evaluation, employee health and welfare, salary and benefits, pensions, etc.

Information: Personal information may include the following: name; address; home telephone number; fax number; e-mail address; date of birth; gender; marital status; SIN; health information; employment history; educational history; library records including card identification; academic records; transcripts; appointment and promotion information; employee number; student number; resume; application documents; contract; performance appraisal; recommendation for tenure/continuing appointment; leave applications; correspondence on terms/conditions of employment and discharge of duties; letters of complaints; disciplinary material; salary and benefits; pension; financial information; record of employment; vacation and sick leave information; group insurance claims.

Other Uses and Disclosures: Within the University, information is shared with the Dean of Arts and Science (faculty activity reports, faculty promotion and/or merit forms, leave applications, job re-classifications, stipendiary contracts, teaching assistant forms, correspondence about faculty recommendation and grievance procedures), and Human Resources (teaching assistant/marker forms, vacation and sick leave information, performance appraisals, job re-classifications).

Retention and Disposition: Records are retained in unit pending development of appropriate Records Retention Schedule.

Student Records

Authority: Program policy.

Purpose for Collection: To create and maintain student records for enrollment purposes.

Information: Personal information may include the following: name; address; home telephone number; fax number; e-mail address; date of birth; gender; marital status; SIN; health information; employment history; educational history; library records including card identification; application; correspondence; letters of reference; transcripts;

registration information; course add/delete; sessions attended; student number; academic performance; awards; petition and appeals; academic misconduct; disciplinary information; academic advising; medical records; financial information; sponsorship; scholarships, grants and awards.

Other Uses and Disclosures: Within the University, information is shared with Student Services (grade sheets, letters of recommendation, major/ honours/ grade change/permission/ incomplete/ appeals forms). Information is not disclosed outside the University unless at the request of the student.

Retention and Disposition: Records are retained in unit pending development of appropriate Records Retention Schedule.

DEPARTMENT OF CHEMISTRY

The Department of Chemistry has three missions: the maintenance of high standards of chemical education of students, the conduct of high quality research development and the provision of quality community service.

Financial/Office Files

Departmental files pertaining to budgets, general financial activities, committee minutes, annual reports, security, equipment disposal, acquisition, and warranties, renovation of facilities, correspondence, general university records regarding projects, programs, proposals, governing records, and other administrative records.

Policy/Program Files

Departmental files pertaining to policies and procedures, courses, curriculum, programs, projects, organizations, research publications and grants, awards, and other records necessary for program implementation.

Course Records

Departmental files pertaining to syllabi, textbooks.

Personnel Records

Authority: Program policy.

Purpose for Collection: To maintain record of employment for all human resource activities including hiring, promotion, employee evaluation, salary and benefits.

Information: Personal information may include the following: name; address; home telephone number; fax number; e-mail address; date of birth; gender; marital status; SIN; employment history; educational history; appointment and promotion information; employee number; student number; resume; application documents; performance appraisal; recommendation for tenure or continuing appointment; leave applications; correspondence on terms or conditions of employment and discharge of duties; disciplinary material; salary and benefits; vacation and sick leave information.

Other Uses and Disclosures: Within the University, information is shared with the Dean of Arts and Science (faculty activity reports, faculty promotion and/or merit forms, leave applications, job re-classifications, stipendiary contracts, teaching assistant forms, correspondence about faculty recommendation and grievance procedures), and Human Resources (teaching assistant/marker forms, vacation and sick leave information, performance appraisals, job re-classifications).

Retention and Disposition: Records are retained in unit pending development of appropriate Records Retention Schedule.

Student Records

Authority: Program policy.

Purpose for Collection: To create and maintain student records for enrollment purposes.

Information: Personal information may include the following: name; address; home telephone number; fax number; e-mail address; date of birth; gender; marital status; SIN; educational history; correspondence; letters of reference; transcripts; course add/delete; student number; academic performance; awards; petition and appeals; academic misconduct; disciplinary information.

Other Uses and Disclosures: Within the University, information is shared with Student

Services (grade sheets, letters of recommendation, major/ honours/ grade change/permission/ incomplete/ appeals forms). Information is not disclosed outside the University unless at the request of the student.
Retention and Disposition: Records are retained in unit pending development of appropriate Records Retention Schedule.

DEPARTMENT OF CLASSICS

The Department of Classics' primary responsibility is instruction leading to a Bachelor of Arts degree. Faculty research and publication supports and supplements this primary aim, and contributes to the development of the discipline and the dissemination of knowledge.

Financial/Office Files

Departmental files pertaining to budgets, general financial activities, committee minutes, annual reports, correspondence, and other administrative records.

Policy/Program Files

Departmental files pertaining to policies and procedures, courses, curriculum, programs, projects, organizations, research publications and grants, and other records necessary for program implementation.

Course Records

Tests and exams, course forms.

Personnel Records

Authority: Program policy.
Purpose for Collection: To maintain record of employment for all human resource activities including hiring, promotion, employee evaluation, employee health and welfare, salary and benefits, pensions, etc.
Information: Personal information may include the following: name; address; home telephone number; fax number; e-mail address; date of birth; gender; marital status; SIN; health information; employment history; educational history; library records including card identification; academic records; transcripts; appointment and promotion information; employee number; student number; resume; application documents; contract; performance appraisal; recommendation for tenure or continuing appointment; leave applications; correspondence on terms or conditions of employment and discharge of duties; disciplinary material; salary and benefits; pension; financial information; record of employment; vacation and sick leave information; group insurance claims.
Other Uses and Disclosures: Within the University, information is shared with the Dean of Arts and Science (faculty activity reports, faculty promotion and/or merit forms, leave applications, job re-classifications, stipendiary contracts, teaching assistant forms, correspondence about faculty recommendation and grievance procedures), and Human Resources (teaching assistant/marker forms, vacation and sick leave information, performance appraisals, job re-classifications).
Retention and Disposition: Records are retained in unit pending development of appropriate Records Retention Schedule.

Student Records

Authority: Program policy.
Purpose for Collection: To create and maintain student records for enrollment purposes.
Information: Personal information may include the following: name; address; home telephone number; fax number; e-mail address; date of birth; gender; marital status; SIN; health information; employment history; educational history; library records including card identification; application; correspondence; letters of reference; transcripts; registration information; course add/delete; sessions attended; student number; academic performance; awards; petition and appeals; academic misconduct; disciplinary information; academic advising; medical records; financial information; sponsorship; scholarships, grants and awards.
Other Uses and Disclosures: Within the University, information is shared with Student

Services (grade sheets, letters of recommendation, major/ honours/ grade change/permission/ incomplete/ appeals forms). Information is not disclosed outside the University unless at the request of the student.
Retention and Disposition: Records are retained in unit pending development of appropriate Records Retention Schedule.

DEVELOPMENTAL STUDIES

The mandate of the Developmental Studies Program is to offer a Developmental Studies major. A specific focus of the program is the preparation of Early Childhood Educators through a joint program with Red River College. Faculty in this area conduct research and provide service to the community. The program maintains close ties with the field as well as working cooperatively with other institutions and community organizations to enhance the provision of childcare throughout the province.

Financial/Office Files

Departmental files pertaining to budgets, general financial activities, committee minutes, annual reports, correspondence, other administrative records.

Policy/Program Files

Departmental files pertaining to policies and procedures, courses, curriculum, programs, projects, organizations, research publications and grants, and other records necessary for program implementation.

Personnel Records

Authority: Program policy.
Purpose for Collection: To maintain record of employment for all human resource activities including hiring, promotion, employee evaluation, employee health and welfare, salary and benefits, pensions, etc.
Information: Personal information may include the following: name; address; home telephone number; fax number; e-mail address; date of birth; gender; marital status; SIN; health information; employment history; educational history; library records including card identification; academic records; transcripts; appointment and promotion information; employee number; student number; resume; application documents; contract; performance appraisal; recommendation for tenure or continuing appointment; leave applications; correspondence on terms/conditions of employment and discharge of duties; disciplinary material; salary and benefits; pension; financial information; record of employment; vacation and sick leave information; group insurance claims.
Other Uses and Disclosures: Within the University: Dean's Office receives Faculty Activity Reports and performance related material, applications for leave, promotion and tenure, hiring recommendations, disciplinary materials; Human Resources receives attendance reports, disciplinary material, job and performance evaluations, employment contracts.
Retention and Disposition: Records are retained in unit pending development of appropriate Records Retention Schedule.

Student Records

Authority: Program policy.
Purpose for Collection: To create and maintain student records for enrollment purposes.
Information: Personal information may include the following: name; address; home telephone number; fax number; e-mail address; date of birth; gender; marital status; SIN; health information; employment history; educational history; library records including card identification; application; correspondence; letters of reference; transcripts; registration information; course add/delete; sessions attended; student number; academic performance; awards; petition and appeals; academic misconduct; disciplinary information; academic advising; medical records; financial information; sponsorship; scholarships, grants and awards;; criminal records self-declaration; criminal records history; placement information; student teaching evaluations.
Other Uses and Disclosures: Within the University: Awards Office, for scholarship and

awards purposes; Student Services receives information re: admissions, grading and graduation; Dean's Office appeals and/or discipline matters. Outside the University information is disclosed to the Manitoba Child Daycare Office for purposes of Early Childhood Education certification, and to Childcare centers for internship placements; to Red River College for purposes of joint programs; letters of reference to other universities.
Retention and Disposition: Records are retained in unit pending development of appropriate Records Retention Schedule.

DEPARTMENT OF ECONOMICS

The Department of Economics is primarily focused on the education of students, research, and self-governance. The department has devoted much time and effort in its teaching, and in recent years many of our faculty have become widely published in their areas.

Financial/Office Files

Departmental files pertaining to budgets, general financial activities, committee minutes, annual reports, correspondence, other administrative records.

Policy/Program Files

Departmental files pertaining to policies and procedures, courses, curriculum, programs, projects, organizations, research publications and grants, and other records necessary for program implementation.

Personnel Records

Authority: Program policy.
Purpose for Collection: To maintain record of employment for all human resource activities including hiring, promotion, employee evaluation, employee health and welfare, salary and benefits, pensions, etc.
Information: Personal information may include the following: name; address; home telephone number; fax number; e-mail address; date of birth; gender; marital status; SIN; health information; employment history; educational history; library records including card identification; academic records; transcripts; appointment and promotion information; employee number; student number; resume; application documents; contract; performance appraisal; recommendation for tenure or continuing appointment; leave applications; correspondence on terms/conditions of employment and discharge of duties; disciplinary material; salary and benefits; pension; financial information; record of employment; vacation and sick leave information; group insurance claims.
Other Uses and Disclosures: Within the University, information is shared with the Dean of Arts and Science (faculty activity reports, faculty promotion and/or merit forms, leave applications, job re-classifications, stipendiary contracts, teaching assistant forms, correspondence about faculty recommendation and grievance procedures), and Human Resources (teaching assistant/marker forms, vacation and sick leave information, performance appraisals, job re-classifications).
Retention and Disposition: Records are retained in unit pending development of appropriate Records Retention Schedule.

Student Records

Authority: Program policy.
Purpose for Collection: To create and maintain student records for enrollment purposes.
Information: Personal information may include the following: name; address; home telephone number; fax number; e-mail address; date of birth; gender; marital status; SIN; health information; employment history; educational history; library records including card identification; application; correspondence; letters of reference; transcripts; registration information; course add/delete; sessions attended; student number; academic performance; awards; petition and appeals; academic misconduct; disciplinary information; academic advising; medical records; financial information; sponsorship; scholarships, grants and awards.
Other Uses and Disclosures: Within the University, information is shared with Student

Services (grade sheets, letters of recommendation, major/ honours/ grade change/permission/ incomplete/ appeals forms). Information is not disclosed outside the University unless at the request of the student.
Retention and Disposition: Records are retained in unit pending development of appropriate Records Retention Schedule.

DEPARTMENT OF ENGLISH

The Department of English offers courses in literary periods that range from classic to contemporary. In addition to exposing students to a wide variety of texts, the English program has students study the English language and practise the process of writing.

Financial/Office Files

Departmental files pertaining to budgets, general financial activities, committee minutes, annual reports, correspondence, letters of reference, other administrative records.

Policy/Program Files

Departmental files pertaining to policies and procedures, courses, curriculum, programs, projects, organizations, research publications and grants, and other records necessary for program implementation.

Course Records

Tests, assignments.

Personnel Records

Authority: Program policy.
Purpose for Collection: To maintain record of employment for all human resource activities including hiring, promotion, employee evaluation, employee health and welfare, salary and benefits, pensions, etc.
Information: Personal information may include the following: name; address; home telephone number; fax number; e-mail address; date of birth; gender; marital status; SIN; health information; employment history; educational history; library records including card identification; academic records; transcripts; appointment and promotion information; employee number; student number; resume; application documents; contract; performance appraisal; recommendation for tenure/continuing appointment; leave applications; correspondence on terms/conditions of employment and discharge of duties; disciplinary material; salary and benefits; pension; financial information; record of employment; vacation and sick leave information; group insurance claims.
Other Uses and Disclosures: Within the University, information is shared with the Dean of Arts and Science (faculty activity reports, leave applications/reports, tenure or promotion applications, travel applications), Vice-President (Academic) (expense and TPDA applications), Human Resources (attendance reports, employment forms), and Controller's Office (payment vouchers).
Retention and Disposition: Records are retained in unit pending development of appropriate Records Retention Schedule.

Student Records

Authority: Program policy.
Purpose for Collection: To create and maintain student records for enrollment purposes.
Information: Personal information may include the following: name; address; home telephone number; fax number; e-mail address; date of birth; gender; marital status; SIN; health information; employment history; educational history; library records including card identification; application; correspondence; letters of reference; transcripts; registration information; course add/delete; sessions attended; student number; academic performance; awards; petition and appeals; academic misconduct; disciplinary information; academic advising; medical records; financial information; sponsorship; scholarships, grants and awards.
Other Uses and Disclosures: Within the University, information is shared with Student Services (student information), and Office of Research and Graduate Studies (grant applications). Outside the University, information

is disclosed to Red River College (student information and class lists for joint programs), and the University of Manitoba; otherwise, information is not disclosed outside the University unless at the request of the student.
Retention and Disposition: Records are retained in unit pending development of appropriate Records Retention Schedule.

ENVIRONMENTAL STUDIES

Environmental Studies is an interdisciplinary program offering students both B.Sc. and B.A. degrees. The program draws upon the expertise of 14 academic departments for its curriculum. The staff is active in research and all participate in relevant community service.

Financial/Office Files

Departmental files pertaining to committee records, annual reports, correspondence, and other administrative records.

Personnel Records

Authority: Program policy.
Purpose for Collection: To maintain record of employment for all human resource activities including hiring, promotion, employee evaluation, employee health and welfare, salary and benefits, pensions, etc.
Information: Personal information may include the following: name; address; home telephone number; fax number; e-mail address; date of birth; gender; marital status; SIN; health information; employment history; educational history; library records including card identification; academic records; transcripts; appointment and promotion information; employee number; student number; resume; application documents; contract; performance appraisal; recommendation for tenure or continuing appointment; leave applications; correspondence on terms/conditions of employment and discharge of duties; disciplinary material; salary and benefits; pension; financial information; record of employment; vacation and sick leave information; group insurance claims.
Other Uses and Disclosures: Within the University, information is shared with the Dean of Arts and Science (faculty activity reports, faculty promotion and/or merit forms, leave applications, job re-classifications, stipendiary contracts, teaching assistant forms, correspondence about faculty recommendation and grievance procedures), and Human Resources (teaching assistant/marker forms, vacation and sick leave information, performance appraisals, job re-classifications).
Retention and Disposition: Records are retained in unit pending development of appropriate Records Retention Schedule.

Student Records

Authority: Program policy.
Purpose for Collection: To create and maintain student records for enrollment purposes.
Information: Personal information may include the following: name; address; home telephone number; fax number; e-mail address; date of birth; gender; marital status; SIN; health information; employment history; educational history; library records including card identification; application; correspondence; letters of reference; transcripts; registration information; course add/delete; sessions attended; student number; academic performance; awards; petition and appeals; academic misconduct; disciplinary information; academic advising; medical records; financial information; sponsorship; scholarships, grants and awards.
Other Uses and Disclosures: Within the University, information is shared with Student Services (student information), and Office of Research and Graduate Studies (grant applications). Outside the University, information is disclosed to Red River College (student information and class lists for joint programs), and the University of Manitoba; otherwise, information is not disclosed outside the University unless at the request of the student.
Retention and Disposition: Records are retained in unit pending development of appropriate Records Retention Schedule.

DEPARTMENT OF FRENCH STUDIES AND GERMAN STUDIES

The Department of French Studies and German Studies provides a curriculum that is pluralistic in orientation, encompassing study in languages, literature, and civilization, as well as overlapping areas of knowledge such as history, philosophy and aesthetics. The Department also participates in the Continuing Education's Certificate Programme in French Language Proficiency, the Canadian Studies Major, and the B.Ed. Programme.

Financial/Office Files

Departmental files pertaining to budgets, general financial activities, committee minutes, annual reports, correspondence, other administrative records.

Policy/Program Files

Departmental files pertaining to policies and procedures, courses, curriculum, programs, projects, organizations, research publications and grants, and other records necessary for program implementation.

Personnel Records

Authority: Program policy.
Purpose for Collection: To maintain record of employment for all human resource activities including hiring, promotion, employee evaluation, employee health and welfare, salary and benefits, pensions, etc.
Information: Personal information may include the following: name; address; home telephone number; fax number; e-mail address; date of birth; gender; marital status; SIN; health information; employment history; educational history; library records including card identification; academic records; transcripts; appointment and promotion information; employee number; student number; resume; application documents; contract; performance appraisal; recommendation for tenure or continuing appointment; leave applications; correspondence on terms/conditions of employment and discharge of duties; disciplinary material; salary and benefits; pension; financial information; record of employment; vacation and sick leave information; group insurance claims.
Other Uses and Disclosures: Within the University, information is shared with the Dean of Arts and Science (faculty activity reports, evaluations, stipendiary forms, staff personnel information), Human Resources (employment forms for student assistants, markers and research assistants, staff personnel information including performance reviews).
Retention and Disposition: Records are retained in unit pending development of appropriate Records Retention Schedule.

Student Records

Authority: Program policy.
Purpose for Collection: To create and maintain student records for enrollment purposes.
Information: Personal information may include the following: name; address; home telephone number; fax number; e-mail address; date of birth; gender; marital status; SIN; health information; family information; employment history; educational history; library records including card identification; application; correspondence; letters of reference; transcripts; registration information; course add/delete; sessions attended; student number; academic performance; awards; petition and appeals; academic misconduct; disciplinary information; academic advising; medical records; financial information; sponsorship; scholarships, grants and awards.
Other Uses and Disclosures: Within the University, information is shared with the Dean of Arts and Science (appeals), Student Records (grades). Outside the University, information is shared with the Ministry of National Education in France via French Embassy in Canada (student dossiers for Student Assistant Exchange).
Retention and Disposition: Records are retained in unit pending development of appropriate Records Retention Schedule.

DEPARTMENT OF GEOGRAPHY

The Department of Geography has three principal missions: 1) to provide its students with a high-quality education, 2) to conduct research, and 3) to provide community service, both within and outside the University.

Financial/Office Files
Departmental files pertaining to budgets, general financial activities, committee minutes, annual reports, correspondence, and other administrative records.

Policy/Program Files
Departmental files pertaining to policies and procedures, courses, curriculum, programs, projects, organizations, research publications and grants, and other records necessary for program implementation.

Course Records
Course outlines, exams and tests.

Personnel Records
Authority: Program policy.
Purpose for Collection: To maintain record of employment for all human resource activities including hiring, promotion, employee evaluation, employee health and welfare, salary and benefits, pensions, etc.
Information: Personal information may include the following: name; address; home telephone number; fax number; e-mail address; date of birth; gender; marital status; SIN; health information; employment history; educational history; library records including card identification; academic records; transcripts; appointment and promotion information; employee number; student number; resume; application documents; contract; performance appraisal; recommendation for tenure or continuing appointment; leave applications; correspondence on terms/conditions of employment and discharge of duties; disciplinary material; salary and benefits; pension; financial information; record of employment; vacation and sick leave information; group insurance claims.
Other Uses and Disclosures: Within the University, information is shared with the Dean of Arts and Science (faculty activity reports, application for leave, appointment and promotion information, merit recommendation), Human Resources (information for payroll, vacation and sick leave information), and Vice-President (Academic) (curriculum vitae).
Retention and Disposition: Records are retained in unit pending development of appropriate Records Retention Schedule.

Student Records
Authority: Program policy.
Purpose for Collection: To create and maintain student records for enrollment purposes.
Information: Personal information may include the following: name; address; home telephone number; fax number; e-mail address; date of birth; gender; marital status; SIN; health information; employment history; educational history; library records including card identification; application; correspondence; letters of reference; transcripts; registration information; course add/delete; sessions attended; student number; academic performance; awards; petition and appeals; academic misconduct; disciplinary information; academic advising; medical records; financial information; sponsorship; scholarships, grants and awards.
Other Uses and Disclosures: Within the University, information is shared with the Dean of Arts and Science (discipline, appeals), and Student Records (grades, attendance). Outside the University, information is not disclosed outside the University unless at the request of the student.
Retention and Disposition: Records are retained in unit pending development of appropriate Records Retention Schedule.

DEPARTMENT OF HISTORY

The Department of History has four missions: to educate students at the undergraduate and graduate levels, to conduct research and disseminate its findings, to contribute to the institutional self-governance, and to provide service to the community.

Financial/Office Files

Departmental files pertaining to committee minutes, annual reports, correspondence, other administrative records.

Policy/Program Files

Departmental files pertaining to policies and procedures, courses, curriculum, programs, projects, organizations, research publications and grants, and other records necessary for program implementation.

Course Records

Tests/exams, course outlines.

Personnel Records

Authority: Program policy.
Purpose for Collection: To maintain record of employment for all human resource activities including hiring, promotion, employee evaluation, employee health and welfare, salary and benefits, pensions, etc.
Information: Personal information may include the following: name; address; home telephone number; fax number; e-mail address; date of birth; gender; marital status; SIN; health information; employment history; educational history; library records including card identification; academic records; transcripts; appointment and promotion information; employee number; student number; resume; application documents; contract; performance appraisal; recommendation for tenure/continuing appointment; leave applications; correspondence on terms/conditions of employment and discharge of duties; disciplinary material; salary and benefits; pension; financial information; record of employment; vacation and sick leave information; group insurance claims.
Other Uses and Disclosures: Within the University, information is shared with the Dean of Arts and Science (faculty activity reports, faculty promotion and/or merit forms, leave applications, job re-classifications, stipendiary contracts, teaching assistant forms, correspondence about faculty recommendation and grievance procedures), and Human Resources (teaching assistant/marker forms, vacation and sick leave information, performance appraisals, job re-classifications).
Retention and Disposition: Records are retained in unit pending development of appropriate Records Retention Schedule.

Student Records

Authority: Program policy.
Purpose for Collection: To create and maintain student records for enrollment purposes.
Information: Personal information may include the following: name; address; home telephone number; fax number; e-mail address; date of birth; gender; marital status; SIN; health information; employment history; educational history; library records including card identification; application; correspondence; letters of reference; transcripts; registration information; course add/delete; sessions attended; student number; academic performance; awards; petition and appeals; academic misconduct; disciplinary information; academic advising; medical records; financial information; sponsorship; scholarships, grants and awards.
Other Uses and Disclosures: Within the University, information is shared with Student Services (grade sheets, letters of recommendation, major/honours/grade change/permission/ incomplete/appeals forms). Information is not disclosed outside the University unless at the request of the student.
Retention and Disposition: Records are retained in unit pending development of appropriate Records Retention Schedule.

DEPARTMENT OF MATHEMATICS AND STATISTICS

The Department of Mathematics and Statistics has three missions: the education of students, the conduct of research, and the provision of community service. Since its inception, the Department of Mathematics and Statistics has devoted much time and space to teaching, although in recent years there has been an increased focus on research.

Financial/Office Files

Departmental files pertaining to budgets, general financial activities, committee minutes, annual reports, correspondence, other administrative records.

Policy/Program Files

Departmental files pertaining to policies and procedures, courses, curriculum, programs, projects, organizations, research publications and grants, and other records necessary for program implementation.

Personnel Records

Authority: Program policy.
Purpose for Collection: To maintain record of employment for all human resource activities including hiring, promotion, employee evaluation, employee health and welfare, salary and benefits, pensions, etc.
Information: Personal information may include the following: name; address; home telephone number; fax number; e-mail address; date of birth; gender; marital status; SIN; health information; employment history; educational history; library records including card identification; academic records; transcripts; appointment and promotion information; employee number; student number; resume; application documents; contract; performance appraisal; recommendation for tenure/continuing appointment; leave applications; correspondence on terms/ conditions of employment and discharge of duties; disciplinary material; salary and benefits; pension; financial information; record of employment; vacation and sick leave information; group insurance claims.
Other Uses and Disclosures: Within the University, information is shared with the Dean of Arts and Science (faculty activity reports, faculty promotion and/or merit forms, leave applications, job re-classifications, stipendiary contracts, teaching assistant forms, correspondence about faculty recommendation and grievance procedures), and Human Resources (teaching assistant/marker forms, vacation and sick leave information, performance appraisals, job re-classifications).
Retention and Disposition: Records are retained in unit pending development of appropriate Records Retention Schedule.

Student Records

Authority: Program policy.
Purpose for Collection: To create and maintain student records for enrollment purposes.
Information: Personal information may include the following: name; address; home telephone number; fax number; e-mail address; date of birth; gender; marital status; SIN; health information; employment history; educational history; library records including card identification; application; correspondence; letters of reference; transcripts; registration information; course add/delete; sessions attended; student number; academic performance; awards; petition and appeals; academic misconduct; disciplinary information; academic advising; medical records; financial information; sponsorship; scholarships, grants and awards.
Other Uses and Disclosures: Within the University, information is shared with Student Records (final grade registers and changes, class lists, awards). Information is not disclosed outside the University unless at the request of the student.
Retention and Disposition: Records are retained in unit pending development of appropriate Records Retention Schedule.

PHYSICAL ACTIVITY AND SPORT STUDIES

Physical Activity and Sport Studies (PASS) is an academic program designed to develop an understanding of research and practice in physical activity, fitness, exercise, and sport. Courses focus on the what, why and how of human physical activity in three main areas of study: Teaching, Sport Studies, and Coaching.

Financial/Office Files
Departmental files pertaining to budgets, general financial activities, committee minutes, annual reports, correspondence, and other administrative records.

Policy/Program Files
Departmental files pertaining to policies and procedures, courses, curriculum, programs, projects, organizations, research publications and grants, and other records necessary for program implementation.

Course Records
Records pertaining to class lists, course waiting lists.

Personnel Records
Authority: Program policy.
Purpose for Collection: To maintain record of employment for all human resource activities including hiring, promotion, and employee evaluation.
Information: Personal information may include the following: name; address; home telephone number; fax number; e-mail address; date of birth; gender; marital status; SIN; health information; employment history; educational history; academic records; transcripts; appointment and promotion information; employee number; student number; resume; application documents; contract; performance appraisal; recommendation for tenure/continuing appointment; leave applications; correspondence on terms/conditions of employment and discharge of duties; disciplinary material.
Other Uses and Disclosures: Within the University information is shared with the Office of the Deans (stipendiary contracts, faculty activity reports), Human Resources (payroll); Parking.
Retention and Disposition: Records are retained in unit pending development of appropriate Records Retention Schedule.

Student Records
Authority: Program policy.
Purpose for Collection: To create and maintain student records for enrollment purposes.
Information: Personal information may include the following: name; address; home telephone number; fax number; e-mail address; date of birth; gender; marital status; SIN; health information; employment history; educational history; application; correspondence; letters of reference; transcripts; registration information; course add/delete; sessions attended; student number; academic performance; awards; petition and appeals; academic misconduct; disciplinary information; academic advising; medical records; financial information; sponsorship; scholarships, grants and awards.
Other Uses and Disclosures: Within the University, information is shared with the Office of the Deans (student discipline), Student Records (grades, waiting lists), and Senate Student Appeals Committee (appeals of grades). Outside the University, information is disclosed to Sport Manitoba for Coaching Certification.
Retention and Disposition: Records are retained in unit pending development of appropriate Records Retention Schedule.

DEPARTMENT OF PHILOSOPHY

The Department of Philosophy's primary responsibility is instruction leading to a Bachelor of Arts degree. Faculty research and publication is in support of this primary aim, and also contributes to the development of the discipline.

Financial/Office Files
Departmental files pertaining to budgets, general financial activities, committee minutes, annual reports, correspondence, and other administrative records.

Policy/Program Files
Departmental files pertaining to policies and procedures, courses, curriculum, programs, projects, organizations, research publications and

grants, and other records necessary for program implementation.

Course Records

Tests and exams, course forms.

Personnel Records

Authority: Program policy.
Purpose for Collection: To maintain record of employment for all human resource activities including hiring, promotion, employee evaluation, employee health and welfare, salary and benefits, pensions, etc.
Information: Personal information may include the following: name; address; home telephone number; fax number; e-mail address; date of birth; gender; marital status; SIN; health information; employment history; educational information; library records including card identification; academic records; transcripts; appointment and promotion information; employee number; student number; resume; application documents; contract; performance appraisal; recommendation for tenure/continuing appointment; leave applications; correspondence on terms/conditions of employment and discharge of duties; disciplinary material; salary and benefits; pension; financial information; record of employment; vacation and sick leave information; group insurance claims.
Other Uses and Disclosures: Within the University, information is shared with the Dean of Arts and Science (faculty activity reports, faculty promotion and/or merit forms, leave applications, job re- classifications, stipendiary contracts, teaching assistant forms, correspondence about faculty recommendation and grievance procedures), and Human Resources (teaching assistant/marker forms, vacation and sick leave information, performance appraisals, job re-classifications).
Retention and Disposition: Records are retained in unit pending development of appropriate Records Retention Schedule.

Student Records

Authority: Program policy.
Purpose for Collection: To create and maintain student records for enrollment purposes.
Information: Personal information may include the following: name; address; home telephone number; fax number; e-mail address; date of birth; gender; marital status; SIN; health information; employment history; educational information; library records including card identification;, fines and overdues, reserves; application; correspondence; letters of reference; transcripts; registration information; course add/delete; sessions attended; student number; academic performance; awards; petition and appeals; academic misconduct; disciplinary information; academic advising; medical records; financial information; sponsorship; scholarships, grants and awards.
Other Uses and Disclosures: Within the University, information is shared with Student Services (grade sheets, letters of recommendation, major/honours/grade change/permission//appeals forms). Information is not disclosed outside the University unless at the request of the student.
Retention and Disposition: Records are retained in unit pending development of appropriate Records Retention Schedule.

DEPARTMENT OF PHYSICS

Physics is the study of the causes and effects of natural physical phenomena. The Physics Department offers studies leading to a B.Sc. General or a Four Year Degree.

Financial/Office Files

Departmental files pertaining to budgets, general financial activities, purchasing equipment, committee minutes, annual reports, university governing bodies' records, correspondence, other administrative records.

Policy/Program Files

Departmental files pertaining to policies and procedures, courses, curriculum, programs, projects, organizations, awards and scholarships, research publications and grants, and other records necessary for program implementation.

Course Records
Exams.

Personnel Records
Authority: Program policy.
Purpose for Collection: To maintain record of employment for all human resource activities including hiring, promotion, employee evaluation, employee health and welfare, salary and benefits, pensions, etc.
Information: Personal information may include the following: name; address; home telephone number; fax number; e-mail address; date of birth; gender; marital status; SIN; health information; employment history; educational history; academic records; transcripts; appointment and promotion information; employee number; student number; resume; application documents; contract; performance appraisal; recommendation for tenure/ continuing appointment; leave applications; correspondence on terms/conditions of employment and discharge of duties; disciplinary material; salary and benefits; pension; financial information; record of employment; vacation and sick leave information; group insurance claims.
Other Uses and Disclosures: Within the University, information is shared with the Dean of Arts and Science (faculty activity reports, faculty promotion and/or merit forms, leave applications, job re- classifications, stipendiary contracts, teaching assistant forms, correspondence about faculty recommendation and grievance procedures), and Human Resources (teaching assistant/marker forms, vacation and sick leave information, performance appraisals, job re-classifications).
Retention and Disposition: Records are retained in unit pending development of appropriate Records Retention Schedule.

Student Records
Authority: Program policy.
Purpose for Collection: To create and maintain student records for enrollment purposes.
Information: Personal information may include the following: name; address; home telephone number; fax number; e-mail address; date of birth; gender; marital status; SIN; health information; employment history; educational history; application; correspondence; letters of reference; transcripts; registration information; course add/delete; sessions attended; student number; academic performance; awards; petition and appeals; academic misconduct; disciplinary information; academic advising; medical records; financial information; sponsorship; scholarships, grants and awards.
Other Uses and Disclosures: Within the University, information is shared with Student Services (grade sheets, letters of recommendation, major/honours/grade change/permission/ incomplete/appeals forms). Information is not disclosed outside the University unless at the request of the student.
Retention and Disposition: Records are retained in unit pending development of appropriate Records Retention Schedule.

DEPARTMENT OF POLITICAL SCIENCE

The Department of Political Science engages in broadly based teaching to widen students' understanding of politics and to strengthen their ability to become actively and effectively involved in the resolution of political questions. Department members do scholarly research, seeking opportunities to conduct research relevant to the resolution of real political questions, and participate in the national and international academic communities, along with the wider, non-academic community.

Financial/Office Files
Departmental files pertaining to budgets, general financial activities, committee minutes, annual reports, security and safety, correspondence, and other administrative records.

Policy/Program Files

Departmental files pertaining to policies and procedures, courses, curriculum, programs, projects, organizations, research publications and grants, and other records necessary for program implementation.

Course Records

Course outlines, exams, tests.

Personnel Records

Authority: Program policy.
Purpose for Collection: To maintain record of employment for all human resource activities including hiring, promotion, employee evaluation, employee health and welfare, salary and benefits, pensions, etc.
Information: Personal information may include the following: name; address; home telephone number; fax number; e-mail address; date of birth; gender; marital status; SIN; health information; employment history; educational history; library records including card identification; academic records; transcripts; appointment and promotion information; employee number; student number; resume; application documents; contract; performance appraisal; recommendation for tenure/ continuing appointment; leave applications; correspondence on terms/conditions of employment and discharge of duties; disciplinary material; salary and benefits; financial information; record of employment; vacation and sick leave information; group insurance claims.
Other Uses and Disclosures: Within the University information is shared with the Dean of Arts and Science (faculty activity reports, applications for tenure or promotion), and Human Resources (attendance, teaching/ research assistant personal information).
Retention and Disposition: Records are retained in unit pending development of appropriate Records Retention Schedule.

Student Records

Authority: Program policy.
Purpose for Collection: To create and maintain student records for enrollment purposes.
Information: Personal information may include the following: name; address; home telephone number; fax number; e-mail address; date of birth; gender; marital status; SIN; health information; employment history; educational history; library records including card identification; application; correspondence; letters of reference; transcripts; registration information; course add/delete; sessions attended; student number; academic performance; awards; petition and appeals; academic misconduct; disciplinary information; academic advising; medical records; financial information; sponsorship; scholarships, grants and awards.
Other Uses and Disclosures: Within the University, information is shared with Student Services (appeals, class lists, awards, special needs students' personal information, and deferred examination requests). Information is not disclosed outside the University unless at the request of the student.
Retention and Disposition: Records are retained in unit pending development of appropriate Records Retention Schedule.

DEPARTMENT OF PSYCHOLOGY

The Psychology Department of the University of Winnipeg has four functions: it offers undergraduate courses representing the range of core areas of Psychology; it provides programs of course selections and faculty supervision leading to B.A. and B.A. (Honours) degrees; it supports faculty and student research activities; and it offers the University a combination of faculty expertise and course access in support of its various programs of study, research, and community service.

Financial/Office Files

Departmental files pertaining to budgets, general financial activities, committee minutes, annual reports, correspondence, other administrative records.

Policy/Program Files
Departmental files pertaining to policies and procedures, programs, projects, organizations, research publications and grants, and other records necessary for program implementation.

Personnel Records
Authority: Program policy.
Purpose for Collection: To maintain record of employment for all human resource activities including hiring, promotion, employee evaluation, employee health and welfare, salary and benefits, pensions, etc.
Information: Personal information may include the following: name; address; home telephone number; fax number; e-mail address; date of birth; gender; marital status; SIN; health information; employment history; educational history; library records including card identification; academic records; transcripts; appointment and promotion information; employee number; student number; resume; application documents; contract; performance appraisal; recommendation for tenure/ continuing appointment; leave applications; correspondence on terms/conditions of employment and discharge of duties; disciplinary material; salary and benefits; financial information; record of employment; vacation and sick leave information; group insurance claims.
Other Uses and Disclosures: Within the University, information is shared with the Dean of Arts and Science (faculty activity reports, faculty promotion and/or merit forms, leave applications, job re-classifications, stipendiary contracts, teaching assistant forms, correspondence about faculty recommendation and grievance procedures), and Human Resources (teaching assistant/marker forms, vacation and sick leave information, performance appraisals, job re-classifications).
Retention and Disposition: Records are retained in unit pending development of appropriate Records Retention Schedule.

Student Records
Authority: Program policy.
Purpose for Collection: To create and maintain student records for enrollment purposes.
Information: Personal information may include the following: name; address; home telephone number; fax number; e-mail address; date of birth; gender; marital status; SIN; health information; employment history; educational history; library records including card identification; application; correspondence; letters of reference; transcripts; registration information; course add/delete; sessions attended; student number; academic performance; awards; petition and appeals; academic misconduct; disciplinary information; academic advising; medical records; financial information; sponsorship; scholarships, grants and awards.
Other Uses and Disclosures: Within the University, information is shared with Student Services (grade sheets, letters of recommendation, major/honours/grade change/permission/ incomplete/appeals forms). Information is not disclosed outside the University unless at the request of the student.
Retention and Disposition: Records are retained in unit pending development of appropriate Records Retention Schedule.

DEPARTMENT OF RELIGIOUS STUDIES

Department of Religious Studies, a non-confessional program in the study of religion, has three principle missions: the education of students, the development of research and critical thinking skills, and community service, as applicable. The Department of Religious Studies is dedicated to quality teaching and offers opportunity for advanced study through the Joint Masters Program in Religion, offered in cooperation with the University of Manitoba Department of Religion.

Financial/Office Files
Departmental files pertaining to budgets, general financial activities, committee minutes, annual

reports, correspondence, other administrative records.

Policy/Program Files
Departmental files pertaining to policies and procedures, courses, curriculum, programs, projects, organizations, research publications and grants, and other records necessary for program implementation.

Personnel Records
Authority: Program policy.
Purpose for Collection: To maintain record of employment for all human resource activities including hiring, promotion, employee evaluation, employee health and welfare, salary and benefits, pensions, etc.
Information: Personal information may include the following: name; address; home telephone number; fax number; e-mail address; date of birth; gender; marital status; SIN; health information; employment history; educational history; library records including card identification; academic records; transcripts; appointment and promotion information; employee number; student number; resume; application documents; contract; performance appraisal; recommendation for tenure/continuing appointment; leave applications; correspondence on terms/ conditions of employment and discharge of duties; disciplinary material; salary and benefits; pension; financial information; record of employment; vacation and sick leave information; group insurance claims.
Other Uses and Disclosures: Within the University, information is shared with the Dean of Arts and Science (faculty activity reports, evaluations, stipendiary forms, staff personnel information), Human Resources/Payroll and Research and Graduate Studies (employment forms for student assistants, markers and research assistants).
Retention and Disposition: Records are retained in unit pending development of appropriate Records Retention Schedule.

Student Records
Authority: Program policy.
Purpose for Collection: To create and maintain student records for enrollment purposes.
Information: Personal information may include the following: name; address; home telephone number; fax number; e-mail address; date of birth; gender; marital status; SIN; health information; employment history; educational history; library records including card identification; application; correspondence; letters of reference; transcripts; registration information; course add/delete; sessions attended; student number; academic performance; awards; petition and appeals; academic misconduct; disciplinary information; academic advising; medical records; financial information; sponsorship; scholarships, grants and awards.
Other Uses and Disclosures: Within the University, information is shared with the Dean of Arts and Science (appeals), Student Records (grades). Outside the University, information is shared with the University of Manitoba (student information as needed for joint program).
Retention and Disposition: Records are retained in unit pending development of appropriate Records Retention Schedule.

DEPARTMENT OF THEATRE AND DRAMA

The Department of Theatre and Drama offers a full program of undergraduate and pre-professional training for theatre artists and practitioners. Students can complete a general or Honours degree by specializing in acting, design, stage management and technical, drama in education or playwriting. Courses encompass both stage and film work.

Financial/Office Files
Departmental files pertaining to budgets, general financial activities, committee minutes, annual reports, correspondence, other administrative records.

Policy/Program Files

Departmental files pertaining to policies and procedures, programs, projects, organizations, research publications and grants, and other records necessary for program implementation.

Course Records

Assignments, tests/exams.

Personnel Records

Authority: Program policy.
Purpose for Collection: To maintain record of employment for all human resource activities including hiring, promotion, employee evaluation, employee health and welfare, salary and benefits, pensions, etc.
Information: Personal information may include the following: name; address; home telephone number; fax number; e-mail address; date of birth; gender; marital status; SIN; health information; employment history; educational history; library records including card identification; academic records; transcripts; appointment and promotion information; employee number; student number; resume; application documents; contract; performance appraisal; recommendation for tenure/continuing appointment; leave applications; correspondence on terms/ conditions of employment and discharge of duties; disciplinary material; salary and benefits; pension; financial information; record of employment; vacation and sick leave information; group insurance claims.
Other Uses and Disclosures: Within the University, information is shared with the Dean of Arts and Science/Vice-President (Academic) (faculty information), Human Resources (attendance reports, employment forms), and Controller's Office (payment vouchers).
Retention and Disposition: Records are retained in unit pending development of appropriate Records Retention Schedule.

Student Records

Authority: Program policy.
Purpose for Collection: To create and maintain student records for enrollment purposes.
Information: Personal information may include the following: name; address; home telephone number; fax number; e-mail address; date of birth; gender; marital status; SIN; health information; employment history; educational history; library records including card identification; application; correspondence; letters of reference; transcripts; registration information; course add/delete; sessions attended; student number; academic performance; awards; petition and appeals; academic misconduct; disciplinary information; academic advising; medical records; financial information; sponsorship; scholarships, grants and awards.
Other Uses and Disclosures: Within the University, information is shared with Student Services (student information), and Office of Research and Graduate Studies (grant applications). Outside the University, information is disclosed to the School of Contemporary Dancers and Red River College (student information and class lists for joint programs), and the University of Manitoba; otherwise, information is not disclosed outside the University unless at the request of the student.
Retention and Disposition: Records are retained in unit pending development of appropriate Records Retention Schedule.

WOMEN'S STUDIES PROGRAM

The Women's Studies Program offers an interdisciplinary major in Women's Studies. The Program fosters an awareness and appreciation of the realities and diverse experiences of women. Women's Studies develops a critical consciousness of the societal inequalities affecting women, including those based on gender, race, class, age, disability, sexual orientation, and ethnicity.

Financial/Office Files

Departmental files pertaining to budgets, general financial activities, committee minutes, annual reports, correspondence, and other administrative records.

Policy/Program Files
Departmental files pertaining to policies and procedures, courses, curriculum, programs, projects, organizations, research publications and grants, and other records necessary for program implementation.

Personnel Records

Authority: Program policy.
Purpose for Collection: To maintain record of employment for all human resource activities including hiring, promotion, employee evaluation, employee) health and welfare, salary and benefits, pensions, etc.
Information: Personal information may include the following: name; address; home telephone number; fax number; e-mail address; date of birth; gender; marital status; SIN; health information; employment history; educational history; library records including card identification; academic records; transcripts; appointment and promotion information; employee number; student number; resume; application documents; contract; performance appraisal; recommendation for tenure/continuing appointment; leave applications; correspondence on terms/ conditions of employment and discharge of duties; disciplinary material; salary and benefits; pension; financial information; record of employment; vacation and sick leave information; group insurance claims.
Other Uses and Disclosures: Within the University, information is shared with the Dean of Arts and Science (faculty activity reports, faculty promotion and/or merit forms, leave applications, job re-classifications, stipendiary contracts, teaching assistant forms, correspondence about faculty recommendation and grievance procedures), and Human Resources (teaching assistant/marker forms, vacation and sick leave information, performance appraisals, job re-classifications).
Retention and Disposition: Records are retained in unit pending development of appropriate Records Retention Schedule.

Student Records

Authority: Program policy.
Purpose for Collection: To create and maintain student records for enrollment purposes.
Information: Personal information may include the following: name; address; home telephone number; fax number; e-mail address; date of birth; gender; marital status; SIN; health information; employment history; educational history; library records including card identification; application; correspondence; letters of reference; transcripts; registration information; course add/delete; sessions attended; student number; academic performance; awards petition and appeals; academic misconduct; disciplinary information; academic advising; medical records; financial information; sponsorship; scholarships, grants and awards.
Other Uses and Disclosures: Within the University, information is shared with Student Services (grade sheets, letters of recommendation, major/honours/grade change/permission incomplete/appeals forms). Information is not disclosed outside the University unless at the request of the student.
Retention and Disposition: Records are retained in unit pending development of appropriate Records Retention Schedule.

LIBRARY

The University of Winnipeg Library has a mandate to serve the faculty, staff and students of the University, as well as the Winnipeg community in the area of information resources, including reference services, borrowing privileges, various media resources, and related services. The Library is the primary repository on campus for reference works, monographs and journals, government documents, audio-visual aids, and electronic information resources and services.

Financial/Office Files
Files pertaining to various administrative responsibilities including acquisitions and gifts/donations, equipment contracts, program budgets, co-operative agreements with other library systems, computer systems, correspondence and related administrative activities.

Policy/Program Files
Files pertaining to policies and procedures, courses, programs, projects, organizations, fundraising, and other records related to university policy.

Personnel Records
Authority: Program policy.
Purpose of Collection: To maintain record of employment for all human resource activities including hiring, promotion, employee evaluation, employee health and welfare, salary and benefits, pensions, etc.
Information: Personal information may include the following: name; address; home telephone number; fax number; e-mail address; date of birth; gender; marital status; SIN; health information; employment history; educational history; library records including card identification, fines and overdues, reserves; academic records; transcripts; appointment and promotion information; employee number; student number; resume; application documents; contract; performance appraisal; recommendation for tenure/continuing appointment; leave applications; correspondence on terms/conditions of appointment and discharge of duties; disciplinary material; salary and benefits; pensions; financial information; record of employment; vacation and sick leave information; group insurance claims.
Other Uses and Disclosures: Within the University: Payroll, employment information and performance reviews are given to the Human Resources Department.
Retention and Disposition: Records are retained in unit pending development of appropriate Records Retention Schedule.

Student Records
Authority: Program policy.
Purpose for Collection: To create and maintain student records for library privileges.
Information: Personal information may include the following: name; address; home telephone number; fax number; e-mail address; library records including card identification, fines and overdues, reserves; correspondence; letters of reference; student number.
Other Uses and Disclosures: Within the University, information is shared with Student Services (library fines and overdues). Information is not disclosed outside the University unless at the request of the student.
Retention and Disposition: Records are retained in unit pending development of appropriate Records Retention Schedule.

CENTRE FOR ACADEMIC WRITING

The Centre for Academic Writing's central responsibility is teaching undergraduate writing courses which satisfy the University of Winnipeg's writing requirement. In addition, CAW teaches upper-level courses in rhetoric and writing, promotes the incorporation of writing into the undergraduate curriculum, manages a Tutoring Writing Centre and Computer Writing Lab, and helps oversee the Combined Degree/Diploma in Communications which the University of Winnipeg offers jointly with Red River College.

Financial/Office Files
Departmental files pertaining to budgets, general financial activities, committee minutes, annual reports, correspondence, and other administrative records.

Policy/Program Files
Departmental files pertaining to general university policy and procedure.

Personnel Records
Authority: Program policy.
Purpose for Collection: To maintain record of employment for all human resource activities including hiring, promotion, employee evaluation, employee health and welfare, salary and benefits, pensions, etc.
Information: Personal information may include the following: name; address; home telephone number; fax number; e-mail address; date of birth; gender; marital status; SIN; health information; employment history; educational history; library records including card identification; academic records; transcripts; appointment and promotion information; employee number; student number; resume; application documents; contract; performance appraisal; recommendation for tenure/continuing appointment; leave applications; correspondence on terms/conditions of employment and discharge of duties; disciplinary material; salary and benefits; pension; financial information; record of employment; vacation and sick leave information; group insurance claims.
Other Uses and Disclosures: Within the University, records are shared with the Dean's Office: faculty activity reports, applications for promotions, study leave, travel contracts; the Human Resources Department: payroll, and staff contracts.
Retention and Disposition: Records are retained in unit pending development of appropriate Records Retention Schedule.

Student Records
Authority: Program policy.
Purpose for Collection: To create and maintain a student record of writing proficiency.
Information: Personal information may include the following: name; address; home telephone number; fax number; e-mail address; date of birth; gender; marital status; SIN; health information; employment history; educational history; library records including card identification; application; correspondence; letters of reference; transcripts; registration information; course add/delete; sessions attended; student number; academic performance; awards; petition and appeals; academic misconduct; disciplinary information; academic advising; medical records; financial information; sponsorship; scholarships, grants and awards.
Other Uses and Disclosures: Within the University records are shared with the Dean's Office: Student discipline; Student Services: grades, correspondence re: exemptions from writing requirement, student appeals; English Department: student information re: Joint Program in Communications with Red River College. Student information is disclosed to Red River College re: Joint Program in Communications.
Retention and Disposition: Records are retained in unit pending development of appropriate Records Retention Schedule.

CENTRE FOR DISTRIBUTED/ DISTANCE LEARNING

The Centre for Distributed/Distance Learning is a service unit responsible for the delivery of the distributed/distance learning degree-credit and certificate programs of the University of Winnipeg, and the student services related to these programs. This includes the coordination of the University's participation in the tri-university consortiums of Campus Manitoba and Inter-Universities North. The Centre also, through its TV studio supports and provides access to a public information venue for all university departments.

Financial/Office Files
Files pertaining to budgets, general financial activities, committee minutes, annual reports, correspondence, other administrative records.

Policy/Program Files
Files pertaining to policies and procedures, courses, curriculum, programs, projects, organizations, videotapes, and other records necessary for program implementation.

Course Records
Course outlines, exams/tests, class lists, videotapes, schedules, textbook lists, mailing lists.

Personnel Records

Authority: Program policy.

Purpose for Collection: To maintain record of employment for all human resource activities including hiring, promotion, employee evaluation, employee health and welfare, salary and benefits, pensions, etc.

Information: Personal information may include the following: name; address; home telephone number; fax number; e-mail address; date of birth; gender; marital status; SIN; health information; employment history; educational history; library records including card identification; academic records; transcripts; appointment and promotion information; employee number; student number; resume; application documents; interview records; contract; performance appraisal; recommendation for reclassification; recommendation for tenure or continuing appointment; leave applications; correspondence on terms and conditions of employment and discharge of duties; disciplinary material; salary and benefits; pension; financial information; record of employment; vacation and sick leave information; group insurance claims.

Other Uses and Disclosures: Within the University, information is shared with Human Resources (payroll and general personnel information), Dean of Arts and Science/ Controller's Office/Academic Departments (stipendiary contracts, financial contract information). Outside the University, information is disclosed to Inter-Universities North (stipendiary contracts and bank account information) and to AESES (re-classification requests and appeals).

Retention and Disposition: Records are retained in unit pending development of appropriate Records Retention Schedule.

Student Records

Authority: Program policy.

Purpose for Collection: To create and maintain student records for enrollment purposes.

Information: Personal information may include the following: name; address; home telephone number; fax number; e-mail address; date of birth; gender; marital status; SIN; health information; employment history; educational history; library records including card identification; application; correspondence; letters of reference; transcripts; registration information; course add/delete; sessions attended; student number; online (VU) guest passes; academic performance; awards; petition and appeals; academic misconduct; disciplinary information; academic advising; counseling and medical records; financial information; sponsorship; scholarships, grants and awards.

Other Uses and Disclosures: Within the University, student information is shared with Student Services, Library, the Controller's Office, TSC, Academic Departments. Outside of the University, information is disclosed to participating campuses and centers as well as limited student information to outside invigilators (class lists, student numbers, telephone numbers).

Retention and Disposition: Records are retained in unit pending development of appropriate Records Retention Schedule.

EDUCATION PROGRAM

The mandate of the B.Ed. Programs is to prepare pre-service teachers for certification in the Province of Manitoba. In addition to the downtown campus the program works cooperatively in the delivery of industrial technology, business and vocational education with Red River College and delivers an off-campus access program at the Winnipeg Education Centre. The role of the faculty includes the delivery of coursework, the conduct of research and the provision of community service through such activities as professional development and joint projects. The program maintains close ties with the field as well as working cooperatively with other institutions and community organizations to enhance the provision of education throughout the province.

Financial/Office Files
Program files pertaining to budgets, general financial activities, committee minutes, minutes of university governing bodies, annual reports, correspondence, other administrative records.

Policy/Program Files
Program files pertaining to policies and procedures, courses, curriculum, programs, projects, organizations, research publications and grants, and other records necessary for program implementation.

Course Records
Files pertaining to course outlines, exams and tests.

Personnel Records

Authority: Program policy.
Purpose for Collection: To maintain record of employment for all human resource activities including hiring, promotion, employee evaluation, employee health and welfare, salary and benefits, pensions, etc.
Information: Personal information may include the following: name; address; home telephone number; fax number; e-mail address; date of birth; gender; marital status; SIN; health information; employment history; educational information; library records including card identification;, fines and overdues, reserves; academic records; transcripts; appointment and promotion information; employee number; student number; resume; application documents; contract; performance appraisal; recommendation for tenure or continuing appointment; leave applications; correspondence on terms and conditions of employment and discharge of duties; disciplinary material; salary and benefits; pension; financial information; record of employment; vacation and sick leave information; group insurance claims.
Other Uses and Disclosures: Within the University, information is shared with the Dean of Arts and Science (faculty activity reports, applications for leave/promotion/tenure, disciplinary material, hiring recommendations, and performance-related information), and Human Resources (attendance reports, disciplinary material, evaluations, performance-related information, marker/demonstrator contracts, stipendiary contracts).
Retention and Disposition: Records are retained in unit pending development of appropriate Records Retention Schedule.

Student Records

Authority: Program policy.
Purpose for Collection: To create and maintain student records for enrollment purposes.
Information: Personal information may include the following: name; address; home telephone number; fax number; e-mail address; date of birth; gender; marital status; SIN; health information; employment history; educational information; library records including card identification; application; correspondence; letters of reference; transcripts; registration information; course add/delete; sessions attended; student number; academic performance; awards; petition and appeals; academic misconduct; disciplinary information; academic advising; medical records; financial information; sponsorship; scholarships, grants and awards;; placement information; student teaching evaluations.
Other Uses and Disclosures: Within the University, information is shared with the Awards Office (student name, number and grades), Dean of Arts and Sciences (appeal and/or disciplinary information), and Student Services (grade registers, student checklists for graduation purposes, student information related to admission to Programs). Outside, the University, information is disclosed to the Board of Teacher and Education Certification (transcripts and recommendations for certification), Red River and Saint Boniface College (transcripts and student information for joint degree programs), K-12 Schools and School Divisions (student information for placement purposes). Otherwise, information is not disclosed outside the University unless at the request of the student.
Retention and Disposition: Records are retained in unit pending development of appropriate Records Retention Schedule.

WINNIPEG EDUCATION CENTRE

Policy/Program Files

Files pertaining to quarterly and yearly statistical summaries of students, correspondence.

Personnel Records

Authority: Program policy.

Purpose for Collection: To maintain record of employment for all human resource activities including hiring, promotion, employee evaluation, employee health and welfare, salary and benefits, pensions, etc.

Information: Personal information may include the following: name; address; home telephone number; fax number; e-mail address; date of birth; gender; marital status; SIN; health information; employment history; educational history; library records including card identification; academic records; transcripts; appointment and promotion information; employee number; student number; resume; application documents; contract; performance appraisal; recommendation for tenure/continuing appointment; leave applications; correspondence on terms/ conditions of employment and discharge of duties; disciplinary material; salary and benefits; pension; financial information; record of employment; vacation and sick leave information; group insurance claims.

Other Uses and Disclosures: Within the University, information is shared with the Dean of Arts and Science (faculty activity reports, applications for leave/promotion/tenure, disciplinary material, hiring recommendations, and performance-related information), and Human Resources (attendance reports, disciplinary material, evaluations, performance-related information, marker/demonstrator contracts, stipendiary contracts).

Retention and Disposition: Records are retained in unit pending development of appropriate Records Retention Schedule.

Student Records

Authority: Program policy.

Purpose for Collection: To create and maintain student records for enrollment purposes.

Information: Personal information may include the following: name; address; home telephone number; fax number; e-mail address; date of birth; gender; marital status; national origin; SIN; health information; family information; employment history; educational history; personal history; immigration records; library records including card identification; application; correspondence; letters of reference; evaluations and selection decision; transcripts; registration; course add/delete; sessions attended; student number; academic performance; awards; petition and appeals; academic misconduct; academic advising; medical records; financial information; sponsorship; scholarships, grants and awards;; criminal record self-declaration; criminal history.

Other Uses and Disclosures: Within the University, information is shared with the Awards Office (student name, number and grades), Dean of Arts and Sciences (appeal and/or disciplinary information), and Student Services (grade registers, student checklists for graduation purposes, student information related to admission to Programs). Outside, the University, information is disclosed to the Board of Teacher and Education Certification (transcripts and recommendations for certification), Red River and Saint Boniface College (transcripts and student information for joint degree programs), K-12 Schools and School Divisions (student information for placement purposes). Otherwise, information is not disclosed outside the University unless at the request of the student.

Retention and Disposition: Records are retained in unit pending development of appropriate Records Retention Schedule.

FACULTY OF THEOLOGY

The Faculty of Theology serves our multi-faith, multi-cultural, and multi-denominational communities by providing graduate study and theological programs to equip leaders for the ministries of faith, justice, and healing.

Financial/Office Files

Files pertaining to budgets, general financial activities, committee minutes, annual reports, correspondence, and other administrative records.

Policy/Program Files

Files pertaining to policies and procedures, courses, curriculum, programs, projects, organizations, research publications and grants, and other records necessary for program implementation.

Personnel Records

Authority: Program policy.
Purpose for Collection: To maintain record of employment for all human resource activities including hiring, promotion, employee evaluation, employee health and welfare, salary and benefits, pensions, etc.
Information: Personal information may include the following: name; address; home telephone number; fax number; e-mail address; date of birth; gender; marital status; SIN; health information; employment history; educational information; library records including card identification; fines and overdues, reserves; academic records; transcripts; appointment and promotion information; employee number; student number; resume; application documents; contract; performance appraisal; recommendation for tenure or continuing appointment; leave applications; correspondence on terms and conditions of applications; correspondence on terms/conditions of employment and discharge of duties; disciplinary material; salary and benefits; pension; financial information; record of employment; vacation and sick leave information; group insurance claims.
Other Uses and Disclosures: Within the University, information is shared with the Dean of Arts and Science (faculty activity reports, applications for leave/promotion/tenure, disciplinary material, hiring recommendations, and performance-related information), and Human Resources (attendance reports, disciplinary material, evaluations, performance-related information, marker/
demonstrator contracts, stipendiary contracts).
Retention and Disposition: Records are retained in unit pending development of appropriate Records Retention Schedule.

Student Records

Authority: Program policy.
Purpose for Collection: To create and maintain student records for enrollment purposes.
Information: Personal information may include the following: name; address; home telephone number; fax number; e-mail address; date of birth; gender; marital status; religion; SIN; health information; employment history; educational history; library records including card identification; application; correspondence; letters of reference; transcripts; registration information; course add/delete; sessions attended; student number; academic performance; awards; petition and appeals; academic misconduct; disciplinary information; academic advising; counseling and medical records; financial information; sponsorship; scholarships, grants and awards.
Other Uses and Disclosures: Within the University information is shared with: the Controller's Office and Awards Office (names, addresses, fee information, SIN); Technical Solutions Centre, and Security Services (names, addresses and phone numbers); Library (student status verification); and Student Services (names, addresses). Information is disclosed to consortium schools (names, addresses, phone numbers, fee information).
Retention and Disposition: Records are retained in unit pending development of appropriate Records Retention Schedule.

INTERFAITH MARRIAGE AND FAMILY INSTITUTE

The Interfaith Marriage and Family Institute offers both counseling services to the community at large and graduate courses leading to a certificate in

Marriage and Family Therapy or a Master of Marriage and Family Therapy degree. The mission of the Institute, a ministry rooted in the Judeo-Christian faith, is to promote personal, interpersonal, and spiritual well-being for people seeking our services.

Student Training Records

Authority: Program policy.
Purpose for Collection: To maintain a record of student enrollment and training in counseling program.
Information: Personal information may include the following: name; address; home telephone number; fax number; e-mail address; date of birth; gender; marital status; SIN; health information; employment history; educational history; application; correspondence; letters of reference; registration information; transcripts; add/delete; sessions attended; student number; academic performance; awards; petition and appeals; academic misconduct; disciplinary information; academic advising; counseling and medical records; financial information; sponsorship; scholarships, grants and awards.
Other Uses and Disclosures: Within the University, personal information is shared with the Faculty of Theology.
Retention and Disposition: Records are retained in unit pending development of appropriate Records Retention Schedule.

THE COLLEGIATE AT THE UNIVERSITY OF WINNIPEG

The Collegiate is the high school division of the University of Winnipeg. It offers full high school curriculum and prepares students for post-secondary education.

Financial/Office Files

Departmental files pertaining to budgets, general financial activities, committee minutes, annual reports, correspondence, other administrative records.

Policy/Program Files

Departmental files pertaining to policies and procedures, courses, curriculum, programs, projects, organizations, research publications and grants, and other records necessary for program implementation.

Course Records

Textbooks lists.

Personnel Records

Authority: Program policy.
Purpose for Collection: To maintain record of employment for all human resource activities including hiring, promotion, employee evaluation, employee health and welfare, salary and benefits, pensions, etc.
Information: Personal information may include the following: name; address; home telephone number; fax number; e-mail address; date of birth; gender; marital status; SIN; health information; employment history; educational history; library records including card identification; academic records; transcripts; appointment and promotion information; employee number; student number; resume; application documents; contract; performance appraisal; recommendation for tenure or continuing appointment; leave applications; correspondence on terms/conditions of employment and discharge of duties; disciplinary material; salary and benefits; pension; financial information; record of employment; vacation and sick leave information; group insurance claims.
Other Uses and Disclosures: Within the Collegiate, information is shared with the Dean (faculty activity reports, applications for leave/promotion/tenure, disciplinary material, hiring recommendations, and performance-related information), and Human Resources (attendance reports, disciplinary material, evaluations, performance-related information, marker/ demonstrator contracts, stipendiary contracts).
Retention and Disposition: Records are retained in unit pending development of appropriate Records Retention Schedule.

Student Records

Authority: Program policy.

Purpose for Collection: To create and maintain student records for enrollment purposes.
Information: Personal information may include the following: name; address; home telephone number; fax number; e-mail address; date of birth; gender; marital status; SIN; health information; employment history; educational history; library records including card identification; application; correspondence; letters of reference; immigration status; passport number; transcripts; course add/delete; sessions attended; student number; awards; petition and appeals; academic misconduct; disciplinary information; academic advising; medical records; financial information; sponsorship; scholarships, grants and awards.
Other Uses and Disclosures: Within the University information is shared with: the Controller's Office and Awards Office (names, addresses, fee information, SIN); Technical Solutions Centre and Student Services (full student record) and Security Services (names, addresses and phone numbers); Library (student status verification). Information is disclosed to schools at the request of students.
Retention and Disposition: Records are retained in unit pending development of appropriate Records Retention Schedule.

INSTITUTE OF URBAN STUDIES

The Institute of Urban Studies undertakes applied research in the field of Urban Studies, serves as a resource center for the community and provides educational services to the University community and the community-at-large. The Institute is a multiple-function center that undertakes to encourage, facilitate and engage in independent, multidisciplinary research on a select range of topics (including housing, health, community and neighborhood planning and development, urban policy and municipal government, program evaluation, social-demographic issues and Aboriginal issues); to promote and engage in formal and informal education (including workshops, conferences, seminars, etc.); and to conduct mission-oriented and applied research.

Financial/Office Files

Departmental files pertaining to budgets, general financial activities, advisory board minutes and reports, annual reports, board of regents reports, correspondence, other administrative records.

Policy/Program Files

Departmental files pertaining to policies and procedures, programs, curriculum, projects, publications/papers, research, grant and contract proposals, and other records necessary for program implementation.

Course Records

Class lists, course information.

Personnel Records

Authority: Program policy.
Purpose for Collection: To maintain record of employment for all human resource activities including hiring, promotion, employee evaluation, employee health and welfare, salary and benefits, pensions, etc.
Information: Personal information may include the following: name; address; home telephone number; fax number; e-mail address; date of birth; gender; marital status; SIN; health information; employment history; educational history; library records including card identification, fines and overdues, reserves; academic records; transcripts; appointment and promotion information; employee number; student number; resume; application documents; contract; performance appraisal; recommendation for continuing appointment; correspondence on terms and conditions of employment and discharge of duties; disciplinary material; salary and benefits; pension; financial information; record of employment; vacation and sick leave information; group insurance claims.
Other Uses and Disclosures: Within the University, information is shared with the Accounting Department (names, addresses, SIN). No information is shared outside of the University.
Retention and Disposition: Records are retained in unit pending development of appropriate Records Retention Schedule.

Research/Grants Records

Authority: Program policy.

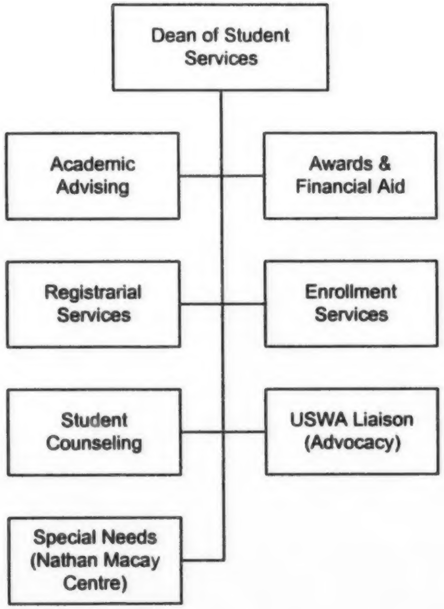
Purpose for Collection: To maintain a record of internal and external research grant applications and projects.

Information: Personal information may include the following: name; address; home telephone number; fax number; e-mail address; date of birth; gender; marital status; SIN; employment history; educational history; resume; application documents; contract.

Other Uses and Disclosures: Within the University, information is shared with the Accounting Department (names, addresses, SIN). No information is shared outside of the University.

Retention and Disposition: Records are retained in unit pending development of appropriate Records Retention Schedule.

DEAN OF STUDENT SERVICES


Dean of Student Services
Academic Advising
Awards & Financial Aid
Registrarial Services
Enrollment Services
Student Counseling
USWA Liaison (Advocacy)
Special Needs (Nathan Macay Centre)

DEAN OF STUDENT SERVICES

Through a wide range of programs and services, Student Services endeavours to help students develop academically and personally, and to provide and maintain information for and about students. Among these programs and services are high school liaison and recruitment, academic advising, personal and vocational counseling, financial aid, and support for students with special needs.

Financial/Office Files

Departmental files pertaining to budgets, general financial activities, committee minutes, annual reports, student body statistics, inventory, correspondence, other administrative records.

Policy/Program Files

Departmental files pertaining to policies and procedures, programs, projects, organizations, research publications and grants, and other records necessary for program implementation.

Personnel Records

Authority: Program policy.
Purpose for Collection: To maintain record of employment for all human resource activities including hiring, promotion, employee evaluation, employee health and welfare, salary and benefits, pensions, etc.
Information: Personal information may include the following: name; address; home telephone number; fax number; e-mail address; date of birth; gender; marital status; SIN; health information; employment history; educational history; academic records; transcripts; appointment and promotion information; employee number; student number; resume; application documents; contract; performance appraisal; recommendation for tenure/ continuing appointment; leave applications; correspondence on terms and conditions of employment and discharge of duties; disciplinary material; salary and benefits; financial information; vacation and sick leave information.
Other Uses and Disclosures: Within the University, information is shared with the Human Resources Department (payroll, sick leave/vacation, discipline, promotion, etc.).
Retention and Disposition: Records are retained in unit pending development of appropriate Records Retention Schedule.

Student Records

Authority: Program policy.
Purpose for Collection: To create and maintain student records for enrollment purposes.
Information: Personal information may include the following: name; address; home telephone number; fax number; e-mail address; date of birth; gender; marital status; SIN; health information; employment history; educational history; library records including card identification; application; correspondence; letters of reference; transcripts; registration information; course add/delete; sessions attended; student number; academic performance; awards; petition and appeals; academic misconduct; disciplinary information; academic advising; medical records; financial information; sponsorship; scholarships, grants and awards.
Other Uses and Disclosures: Within the University student information is shared with University Relations (Alumni Affairs) including names, address, major, year of graduation. Information is disclosed to other educational institutions, including transcripts, at the request of students.
Retention and Disposition: Records are retained in unit pending development of appropriate Records Retention Schedule.

Admissions Office

The Admissions Officers process all applications for admission to the Faculties of Arts, Science and Education. They provide on-campus advising on admission requirements and procedures to prospective students. Admissions Officers also provide Letters of Permission and evaluate transfer credit for work completed at other post-secondary institutions.

Financial/Office Files

Departmental files pertaining to budgets, general financial activities, committee minutes, annual reports, correspondence, other administrative records.

Policy/Program Files

Departmental files pertaining to policies and procedures, courses, curriculum, programs, projects, organizations, research publications and grants, and other records necessary for program implementation.

Personnel Records

Authority: Program policy.
Purpose for Collection: To maintain record of employment for all human resource activities including hiring, promotion, employee evaluation, employee health and welfare, salary and benefits, pensions, etc.
Information: Personal information may include the following: name; address; home telephone number; gender; SIN; employment history; educational history; appointment and promotion information; employee number; student number; resume; application documents; contract; performance appraisal; correspondence on terms/conditions of employment and discharge of duties; disciplinary material; salary financial information; record of employment; vacation and sick leave information.
Other Uses and Disclosures: None.
Retention and Disposition: Records are retained in unit pending development of appropriate Records Retention Schedule.

Student Records

Authority: Program policy.
Purpose for Collection: To create and maintain student records for admissions and enrollment purposes.
Information: Program applications; application status (e.g., incomplete, first time registrant, accepted, accepted did not register, did not register-deactivated, regular-interim, concurrent, provisional); applications for continuance; supplemental codes; high school summary; visa summary; accelerated application; psychiatric nursing. Personal information may include the following: name; address; home telephone number; fax number; e-mail address; date of birth; gender; marital status; SIN; immigration information; citizenship; health information; employment history; educational history; autobiographical statement; application; correspondence; letters of reference; transcripts; admission decisions; registration information; academic record; letters of permission; course add/delete; sessions attended; student number; academic performance; awards; petition and appeals; academic misconduct; disciplinary information; academic advising; criminal records self-declaration; criminal history; financial information; sponsorship; scholarships, grants and awards.
Other Uses and Disclosures: None.
Retention and Disposition: Records are retained in unit pending development of appropriate Records Retention Schedule.

Awards and Financial Aid Office

The activities of the Awards and Financial Aid Office encompass a wide variety of possibilities for students, ranging from awards for academic excellence to emergency assistance for basic necessities. The Awards program consists of entrance, undergraduate, Collegiate, Theology and Athletic scholarships and bursaries, a graduate fellowship, and administration of awards by other authorities.

Personnel Records

Authority: Program policy.
Purpose for Collection: To maintain record of employment for all human resource activities including hiring, promotion, employee evaluation, employee health and welfare, salary and benefits, pensions, etc.
Information: Personal information may include the following: name; address; home telephone number; fax number; e-mail address; date of birth;

gender; marital status; SIN; health information; employment history; educational history; academic records; transcripts; appointment and promotion information; employee number; student number; resume; application documents; contract; performance appraisal; recommendation for tenure/continuing appointment; leave applications; correspondence on terms/conditions of employment and discharge of duties; disciplinary material; salary and benefits; pension; financial information; record of employment; vacation and sick leave information; family information; group insurance claims.

Other Uses and Disclosures:

Retention and Disposition: Records are retained in unit pending development of appropriate Records Retention Schedule.

Student Records

Authority: Program policy.

Purpose for Collection: To create and maintain student records of award recipients.

Information: Personal information may include the following: name; address; home telephone number; fax number; e-mail address; date of birth; gender; marital status; SIN; citizenship and immigration status; health information; employment history; educational history; personal history; library records including card identification; application; correspondence; letters of reference; transcripts; registration information; course add/delete; sessions attended; student number; academic performance; awards; petition and appeals; academic misconduct; disciplinary information; academic advising; medical records; family information; financial information; sponsorship; scholarships, grants and awards.

Other Uses and Disclosures:

Retention and Disposition: Records are retained in unit pending development of appropriate Records Retention Schedule.

Donor/Alumni Records

Authority: Program policy.

Purpose for Collection: To maintain a record of scholarship/award donors.

Information: Personal information may include the following: name; address; home telephone number; fax number; e-mail address; date of birth; gender; marital status; SIN; financial information.

Other Uses and Disclosures: Within the University information is shared with University Relations.

Retention and Disposition: Records are retained in unit pending development of appropriate Records Retention Schedule.

Counseling Services

Counselling Services provides specialized assistance in a variety of decision-making and problem areas. The counselor's role is to provide a supportive climate, a more objective frame of reference, and additional information that can assist the student in resolving problems and making sound decisions. Counseling records are confidential.

Financial/Office Files

Files pertaining to budgets, general financial activities, committee minutes, annual reports, correspondence, other administrative records.

Policy/Program Files

Files pertaining to policies and procedures, educational and career development, course evaluations, practicum student evaluations, research grants, and other records necessary for program implementation.

Personnel Records

Authority: Program policy.

Purpose for Collection: To maintain record of employment for all human resource activities including hiring, promotion, employee evaluation, employee health and welfare, salary and benefits, pensions, etc.

Information: Personal information may include the following: name; address; home telephone number; fax number; e-mail address; date of birth; gender; marital status; health information;

employment history; educational history; academic records; transcripts; appointment and promotion information; employee number; student number; resume; application documents; contract; performance appraisal; recommendation for tenure/continuing appointment; leave applications; correspondence on terms/conditions of employment and discharge of duties; disciplinary material; salary and benefits; pension; financial information; record of employment; vacation and sick leave information.
Other Uses and Disclosures: Within the University, information is shared with Human Resources.
Retention and Disposition: Records are retained in unit pending development of appropriate Records Retention Schedule.

Counseling Records

Authority: Program policy.
Purpose for Collection: To create and maintain student records for counseling purposes.
Information: Personal information may include the following: name; address; home telephone number; fax number; e-mail address; date of birth; gender; marital status; SIN; health information; employment history; educational history; application; correspondence; letters of reference; transcripts; registration information; course add/delete; sessions attended; student number; academic performance; awards; petition and appeals; letters of support; academic misconduct; disciplinary information; academic advising; confidential counseling and medical records; financial information; sponsorship; scholarships, grants and awards.
Other Uses and Disclosures: None.
Retention and Disposition: Records are retained in unit pending development of appropriate Records Retention Schedule.

Enrolment Services

The office of Enrolment Services is responsible for high school visits and liaison, campus tours, the planning of special events, and the creation and dissemination of informational material. The staff also keep high school counselors apprised of changes to academic programs and services.

Financial/Office Files

Files pertaining to budgets, general financial activities, committee minutes, annual reports, correspondence, other administrative records.

Policy/Program Files

Files pertaining to policies and procedures, courses, curriculum, programs, projects, organizations, research publications and grants, and other records necessary for program implementation.

Personnel Records

Authority: Program policy.
Purpose for Collection: To maintain record of employment for all human resource activities including hiring, promotion, employee evaluation, health and welfare, salary and benefits, pensions, etc.
Information: Personal information may include the following: name; address; home telephone number; fax number; e-mail address; date of birth; gender; marital status; SIN; health information; employment history; educational history; academic records; transcripts; appointment and promotion information; employee number; student number; resume; application documents; contract; performance appraisal; recommendation for tenure or continuing appointment; leave applications; correspondence on terms/conditions of employment and discharge of duties; disciplinary material; salary and benefits; pension; financial information; record of employment; vacation and sick leave information.
Other Uses and Disclosures: Within the University, information is shared with University Relations (student assistant information), and Human Resources (payroll information).

Retention and Disposition: Records are retained in unit pending development of appropriate Records Retention Schedule.

Prospective Student Records

Authority: Program policy.
Purpose for Collection: To create and maintain records on prospective students.
Information: Personal information may include the following: name; address; home telephone number; fax number; e-mail address; date of birth; gender; marital status; SIN; health information; employment history; educational history; parents' information including address, home and work telephone.
Other Uses and Disclosures: Within the University, information is shared with faculty (student lists).
Retention and Disposition: Records are retained in unit pending development of appropriate Records Retention Schedule.

Student Records Office

The Student Records Office coordinates and processes all registrations; maintains academic records for all current and non-current students; issues mark statements and official transcripts; disseminates examinations and coordinates all deferred examinations; reviews all applications for graduation and prepares degree audits; processes and records all student appeals and reviews eligibility for admission to the Honours Program.

Financial/Office Files

Files pertaining to budgets, general financial activities, committee minutes, senate records, class lists, grade registers, reports, registration statistics, convocation, correspondence, other administrative records.

Policy/Program Files

Files pertaining to policies and procedures, courses, curriculum, programs, projects, organizations, grants and awards, and other records necessary for program implementation.

Personnel Records

Authority: Program policy.
Purpose for Collection: To maintain record of employment for all human resource activities including hiring, promotion, employee evaluation, employee health and welfare, salary and benefits, pensions, etc.
Information: Personal information may include the following: name; address; home telephone number; fax number; e-mail address; gender; marital status; SIN; health information; employment history; educational history; academic records; transcripts; appointment and promotion information; employee number; student number; resume; application documents; performance appraisal; leave applications; correspondence on terms/conditions of employment and discharge of duties; disciplinary material; salary and benefits; pension; financial information; record of employment; vacation and sick leave information.
Other Uses and Disclosures: Within the University, information is shared with Human Resources.
Retention and Disposition: Records are retained in unit pending development of appropriate Records Retention Schedule.

Student Records

Authority: Program policy.
Purpose for Collection: To create and maintain student records for enrollment purposes.
Information: Class lists, grade registers, criminal record checks, disciplinary files, convocation records, transcript requests and logs, priorization reports, appeals, honours. Personal information may include the following: name; address; home telephone number; fax number; business telephone; business fax; e-mail address;
date of birth; gender; marital status; SIN; name change; citizenship; immigration information; health information; employment history; educational history; application; correspondence; letters of reference; transcripts; registration information; course add/delete; sessions attended; deferred/incompletes; withdrawals, including reasons; student number; academic performance; awards; petition and appeals; academic misconduct; disciplinary information; academic

advising; graduation audit; medical records; criminal records check; financial information; sponsorship; scholarships, grants and awards.
Other Uses and Disclosures: Within the University, information is shared with all academic departments (class lists, grade registers), Deans Office (student histories, appeals, student discipline), Controller's Office (class lists), Security (student names, phone numbers, addresses, classes), Students' Association (current student list), and President's Office (statistics). Outside the University, information is disclosed to the Universities of Manitoba and Brandon, IUN, and Campus Manitoba (final grades, student histories), Band Councils (mark statements), RCMP (student status confirmations), and employment screening agencies (confirm graduation).
Retention and Disposition: Records are retained in unit pending development of appropriate Records Retention Schedule.

Nathan Micay Learning Resource Centre

The University provides a variety of services to students with special needs who require assistance or accommodation, including access to the Nathan Micay Learning Resource Centre. The Centre has adaptive equipment for students with special needs.

Financial/Office Files

Files pertaining to budgets, insurance, general financial activities, committee minutes, annual reports, correspondence, other administrative records.

Policy/Program Files

Files pertaining to policies and procedures, courses, curriculum, programs, projects, organizations, research publications and grants, and other records necessary for program implementation.

Personnel Records

Authority: Program policy.
Purpose for Collection: To maintain record of employment for all human resource activities including hiring, promotion, employee evaluation, employee health and welfare, salary and benefits, pensions, etc.
Information: Personal information may include the following: name; address; home telephone number; fax number; e-mail address; date of birth; gender; marital status; SIN; employment history; educational history; academic records; transcripts; appointment and promotion information; employee number; resume; application documents; contract; performance appraisal; correspondence on terms/conditions of employment and discharge of duties; disciplinary material; salary and benefits; pension; financial information; record of employment; vacation and sick leave information.
Other Uses and Disclosures: Within the University, information is shared with Human Resources (payroll information).
Retention and Disposition: Records are retained in unit pending development of appropriate Records Retention Schedule.

Student Records

Authority: Program policy.
Purpose for Collection: To create and maintain student records for enrollment purposes.
Information: Personal information may include the following: name; address; home telephone number; fax number; e-mail address; date of birth; gender; marital status; SIN; health information; employment history; educational history; library records including card identification; application; correspondence; letters of reference; transcripts; registration information; course add/delete; sessions attended; student number; academic performance; awards; petition and appeals; academic misconduct; disciplinary information; academic advising; counseling and medical records; special needs information; financial information; sponsorship; scholarships, grants and awards.
Other Uses and Disclosures: Within the University, information is shared with faculty (confidential memos regarding academic accommodation for students), and Dean of Arts and Science/Dean of Student Services/ Senate

Appeals Committee (grades, medical history, nature of disability). Outside the University, information is disclosed to sponsoring agencies (grades, progress reports), and Province of Manitoba, Department of Education (Special Materials) (grants).
Retention and Disposition: Records are retained in unit pending development of appropriate Records Retention Schedule.

University Nurse

The University Nurse provides preventative and educational services to students, faculty, and staff on campus. The Nurse coordinates and displays health-related booths, bulletin boards, and events, and supplies some health-related materials.

Health Records
Authority: Program policy.
Purpose for Collection: To maintain a record of health service activities provided to students, faculty, and staff.
Information: Personal information may include the following: name; address; home telephone number; fax number; e-mail address; date of birth; gender; marital status; SIN; health information; employment history; educational history; correspondence; student number; employee number; counseling and medical records.
Other Uses and Disclosures: None.
Retention and Disposition: Records are retained in unit pending development of appropriate Records Retention Schedule.

MENNO SIMONS COLLEGE

Menno Simons College (MSC) promotes Mennonite involvement in Canadian Higher Education but is open to all university students. MSC's aim is to provide the opportunity to students at the University of Winnipeg to complement their liberal arts and science education with courses in International Development Studies and/or Conflict Resolution Studies.

Financial/Office Files
Departmental files pertaining to budgets, general financial activities, committee minutes, annual reports, correspondence, donations, other administrative records.

Policy/Program Files
Departmental files pertaining to policies and procedures, courses, curriculum, programs, projects, organizations, research publications and grants, and other records necessary for program implementation.

Personnel Records
Authority: Program policy.
Purpose for Collection: To maintain record of employment for all human resource activities including hiring, promotion, employee evaluation, employee health and welfare, salary and benefits, pensions, etc.
Information: Personal information may include the following: name; address; home telephone number; fax number; e-mail address; date of birth; gender; marital status; SIN; health information; employment history; educational history; library records including card identification; academic records; transcripts; appointment and promotion information; employee number; student number; resume; application documents; contract; performance appraisal; recommendation for tenure/continuing appointment; leave applications; correspondence on terms/conditions of employment and discharge of duties; disciplinary material; salary and benefits; pension; financial information; record of employment; vacation and sick leave information; group insurance claims.
Other Uses and Disclosures:
Retention and Disposition: Records are retained in unit pending development of appropriate Records Retention Schedule.

Governing Records
Authority: Program policy.

Purpose for Collection: To maintain records of MSC Board, Friends of MSC, and committee members.
Information: Personal information may include the following: name; address; home telephone number; fax number; e-mail address; date of birth; gender; marital status; SIN.
Other Uses and Disclosures:
Retention and Disposition: Records are retained in unit pending development of appropriate Records Retention Schedule.

Student Records

Authority: Program policy.
Purpose for Collection: To create and maintain student records for enrollment purposes.
Information: Personal information may include the following: name; address; home telephone number; fax number; e-mail address; date of birth; gender; marital status; SIN; passport number; emergency contact information; health information; employment history; educational history; library records including card identification; application; correspondence; letters of reference; transcripts; registration information; course add/delete; sessions attended; student number; academic performance; awards; petition and appeals; academic misconduct; disciplinary information; academic advising; medical records; financial information; sponsorship; scholarships, grants and awards.
Other Uses and Disclosures: None.
Retention and Disposition: Records are retained in unit pending development of appropriate Records Retention Schedule.

CONTINUING EDUCATION

The objective of the Division of Continuing Studies is to facilitate the delivery of innovative and unique educational programs and courses, designed to effectively meet the specific needs of identified target audiences.

Financial/Office

Files pertaining to various administrative activities, including budgets, purchasing, business plans, annual reports, correspondence, security matters and related administrative material.

Personnel Records

Authority: Program policy.
Purpose for Collection: To maintain record of employment for all human resource activities including hiring, promotion, employee evaluation, employee health and welfare, salary and benefits, pensions, etc.
Information: Personal information may include the following: name; address; home telephone number; fax number; e-mail address; date of birth; gender; marital status; SIN; health information; employment history; educational history; library records including card identification, fines and overdues, reserves; academic records; transcripts; appointment and promotion information; employee number; student number; resume; application documents; contract; performance appraisal; recommendation for tenure/continuing appointment; leave applications; correspondence on terms/conditions of appointment and discharge of duties; disciplinary material; salary and benefits; pensions; financial information; record of employment; vacation and sick leave information; group insurance claims.
Other Uses and Disclosures: Within the University: Payroll, employment information and performance reviews are given to the Human Resources Department; Reports of Harassment are forwarded to the President's Office.
Retention and Disposition: Records are retained in unit pending development of appropriate Records Retention Schedule.

Policy/Program

Files pertaining to policies and procedures, courses, curriculum, programs, projects, organizations, community/external outreach, fundraising, and other records related to university policy.

Security

Police Incident reports are reported to Security Services.

Student Records

Authority: Program policy.

Purpose for Collection: To create and maintain student records for enrollment purposes.

Information: Personal information may include the following: name; address; home telephone number; fax number; e-mail address; date of birth; gender; marital status; SIN; health information; employment history; educational history; library records including card identification, fines and overdues, reserves; application; correspondence; letters of reference; transcripts; registration information; course add/delete; sessions attended; student number; academic performance; awards; petition and appeals; academic misconduct; disciplinary information; academic advising; medical records; financial information; sponsorship.

Other Uses and Disclosures: Within the University, information is shared with Student Services (registration information, marks/grades, student information, appeals, award recommendations, addresses for prospective students, grade change forms, major declarations, course permission forms). Information on students is also shared with the President's Office (list of graduates, harassment reports), and University Relations (graduate names, addresses, telephone numbers, and program of study information). Outside the University, information is disclosed to Band and Tribal Authorities (Student Record release Information – transcripts and progress reports, Program or Course Withdrawal), Human Resources Department (Student Record Release Information – transcripts and progress reports, Program or Course Withdrawal) and to private companies and organizations (Student Record Release Information – transcripts, resumes for work practicum students, etc.).

Retention and Disposition: Records are retained in unit pending development of appropriate Records Retention Schedule.

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School Divisions

Agassiz School Division #13
Box 1206
Beausejour MB R0E 0C0
Phone: 1-204-268-6500
Fax: 1-204-268-4149

Beautiful Plains School Division #31
Box 700
Neepawa MB R0J 1H0
Phone: 1-204-476-2387
Fax: 1-204-476-3606

Brandon School Division #40
1031 - 6th Street
Brandon MB R7A 4K5
Phone: 1-204-729-3104
Fax: 1-204-727-2217

Duck Mountain School Division #34
Box 400
Winnipegosis MB R0L 2G0
Phone: 1-204-656-4885
Fax: 1-204-656-4980

Fort Garry School Division #5
181 Henlow Bay
Winnipeg MB R3Y 1M7
Phone: 488-1757
Fax: 488-2095

Garden Valley School Division #26
780 Main Street
Winkler MB R6W 1E7
Phone: 1-204-325-8335
Fax: 1-204-325-4132

Intermountain School Division #36
Box 160
Grandview MB R0L 0Y0
Phone: 1-204-546-2068
Fax: 1-204-546-2770

Antler River School Division #43
Box 370
Melita MB R0M 1L0
Phone: 1-204-522-3292
Fax: 1-204-522-3776

Birdtail River School Division #38
General Delivery
Crandall MB R0M 0H0
Phone: 1-204-562-3677
Fax: 1-204-562-3634

Dauphin-Ochre S.A. #1 School Division #33
505 Main Street South
Dauphin MB R7N 1L3
Phone: 1-204-638-3001
Fax: 1-204-638-7250

Evergreen School Division #22
Box 1200
Gimli MB R0C 1B0
Phone: 1-204-642-5186
Fax: 1-204-642-7273

Fort La Bosse School Division #41
Box 1420
Virden MB R0M 2C0
Phone: 1-204-748-2692
Fax: 1-204-748-2436

Hanover School Division #15
Box 2170
Steinbach MB R0A 2A0
Phone: 1-204-326-6471
or 284-1377 (Wpg)
Fax: 1-204-326-9901

Kelsey School Division #45
Box 4700
The Pas MB R9A 1R4
Phone: 1-204-623-6421
Fax: 1-204-623-7704

Assiniboine South School Division #3
3401 Roblin Boulevard
Winnipeg MB R3R 0C6
Phone: 889-5523
Fax: 896-0409

Boundary School Division #16
Box 1001
Dominion City MB R0A 0H0
Phone: 1-204-427-2091
Fax: 1-204-427-2531

Division scolaire franco-manitobaine #49
485 Dawson Road, Box 204
Lorette MB R0A 0Y0
Phone: 1-204-878-9399
Fax: 1-204-878-9407

Flin Flon School Division #46
30 Adams Street
Flin Flon MB R8A 1A8
Phone: 1-204-687-3413
Fax: 1-204-687-3517

Frontier School Division #48
1402 Notre Dame Avenue
Winnipeg MB R3E 3G5
Phone: 775-9741
Fax: 775-9940

Interlake School Division #21
170 - 2nd Avenue North
Stonewall MB R0C 2Z0
Phone: 467-5100
Fax: 467-8334

Lakeshore School Division #23
Box 100
Eriksdale MB R0C 0W0
Phone: 1-204-739-2101
Fax: 1-204-739-2145

School Divisions - Continued

Lord Selkirk School Division #11
205 Mercy Street
Selkirk MB R1A 2C8
Phone: 1-204-475-9740 or 482-5942
Fax: 1-204-482-3000

Mountain School Division #28
Box 160
Notre Dame de Lourdes MB R0G 1M0
Phone: 1-204-248-2228
Fax: 1-204-248-2482

Portage la Prairie School Division #24
535 - 3rd Street North West
Portage la Prairie MB R1N 2C4
Phone: 1-204-857-8756
Fax: 1-204-239-5998

Rhineland School Division #18
Box 390
Altona MB R0G 0B0
Phone: 1-204-324-6491
Fax: 1-204-324-1664

St. Boniface School Division #4
50 Monterey Road
Winnipeg MB R2J 1X1
Phone: 253-2681
Fax: 257-4805

Seine River School Division #14
192 Central Avenue
Ste. Anne MB R5H 1C3
Phone: 1-204-422-8807
or 284-7842 (Wpg.)
Fax: 1-204-422-8141

Swan Valley School Division #35
431 – 3rd Street North
Box 995
Swan River MB R0L 1Z0
Phone: 1-204-734-4531
Fax: 1-204-734-2273

Midland School Division #25
182 Main Street South
Carman MB R0G 0J0
Phone: 1-204-745-2003
Fax: 1-204-745-3699

Pelly Trail School Division #37
Box 640
Russell MB R0J 1W0
Phone: 1-204-773-3107
Fax: 1-204-773-3909

Prairie Spirit School Division #50
Box 77
Pilot Mound MB R0G 1P0
Phone: 1-204-825-2721
Fax: 1-204-825-2725

River East School Division #9
589 Roch Street
Winnipeg MB R2K 2P7
Phone: 667-7130
Fax: 661-5618

St. James Assiniboia School Division #2
2574 Portage Avenue
Winnipeg MB R3J 0H8
Phone: 888-7951
Fax: 831-0859

Seven Oaks School Division #10
830 Powers Street
Winnipeg MB R2V 4E7
Phone: 586-8061
Fax: 589-2504

Transcona-Springfield School Division #12
760 Kildare Avenue East
Winnipeg MB R2C 3Z4
Phone: 958-6565
Fax: 224-2783

Morris-Macdonald School Division #19
Box 400
Morris MB R0G 1K0
Phone: 1-204-746-2317
Fax: 1-204-746-2785

Pine Creek School Division #30
Box 420
Gladstone MB R0J 0T0
Phone: 1-204-385-2216
Fax: 1-204-385-2825

Red River School Division #17
Box 219
St. Pierre-Jolys MB R0A 1V0
Phone: 1-204-433-7815
Fax: 1-204-433-7102

Rolling River School Division #39
Box 1170
Minnedosa MB R0J 1E0
Phone: 1-204-867-2754
Fax: 1-204-867-2037

St. Vital School Division #6
900 St. Mary's Road
Winnipeg MB R2M 3R3
Phone: 257-7827
Fax: 256-8553

Souris Valley School Division #42
Box 820
Souris MB R0K 2C0
Phone: 1-204-483-2128
Fax: 1-204-483-2296

Turtle Mountain School Division #44
Box 280
Killarney MB R0K 1G0
Phone: 1-204-523-7531
Fax: 1-204-523-7269

School Divisions - Continued

Turtle River School Division #32
Box 309
McCreary MB R0J 1B0
Phone: 1-204-835-2067
Fax: 1-204-835-2426

Western School Division #47
215 - 12th Street
Morden MB R6M 1X4
Phone: 1-204-822-4448
Fax: 1-204-822-4262

White Horse Plain School Division #20
Box 160
Elie MB R0H 0H0
Phone: 1-204-353-2828
Fax: 1-204-353-2480

Winnipeg School Division #1
1577 Wall Street East
Winnipeg MB R3E 2S5
Phone: 775-0231
Fax: 772-6464

School Districts

Churchill School District #2264
Box 338
Churchill MB R0B 0E0
Phone: 1-204-675-2218
Fax: 1-204-675-2648

Mystery Lake School District #2355
408 Thompson Drive North
Thompson MB R8N 0C5
Phone: 1-204-677-6150
Fax: 1-204-677-9528

Sprague School District #2439
Box 69
Sprague MB R0A 1Z0
Phone: 1-204-437-2175
Fax: 1-204-437-2893

Leaf Rapids School District #2460
Box 697
Leaf Rapids MB R0B 1W0
Phone: 1-204-473-2423
Fax: 1-204-473-2288

Pine Falls School District #2155
Box 190
Pine Falls MB R0E 1M0
Phone: 1-204-367-2254
Fax: 1-204-367-8809

Whiteshell School District #2408
Box 130
Pinawa MB R0E 1L0
Phone: 1-204-753-8366
Fax: 1-204-753-2237

Lynn Lake School District #2312
Box 730
Lynn Lake MB R0B 0W0
Phone: 1-204-356-8444
Fax: 1-204-356-8363

Snow Lake School District #2309
Box 220
Snow Lake MB R0B 1M0
Phone: 1-204-358-7708
Fax: 1-204-358-2451

Winnipeg Technical College
School District #3000
130 Henlow Bay
Winnipeg MB R3Y 1G4
Phone: 989-6500
Fax: 488-4152

ADDRESSES

Colleges

Assiniboine Community College
1430 Victoria Avenue East
Brandon MB R7L 2N9
Phone: 1-204-726-6305
Fax: 1-204-726-6753

Keewatin Community College
436 Seventh Street East
The Pas MB R9A 1M7
Phone: 1-204-627-8532
Fax: 1-204-623-4969

Red River College
2055 Notre Dame Avenue
Winnipeg MB R3H 0J9
Phone: 632-2593
Fax: 694-7253

Universities

Brandon University
270 – 18th St.
Brandon MB R7A 6A9
Phone: 1-204-727-7477
Fax: 1-204-728-7340

University of Manitoba
331 Dafoe Library
Winnipeg MB R3T 2N2
Phone: 474-6350
Fax: 474-7577

University of Winnipeg
515 Portage Ave.
Winnipeg MB R3B 2E9
Phone: 786-9214
Fax: 786-1693